

	Municipality of the County of Annapolis JOB DESCRIPTION	Position Title: Afterschool Physical Activity Leader
	Union / Non-Union: NON-UNION	Classification Type: TERM
	Salary Classification: RANGE 2	Approval Date: OCT 21, 2025

General Job Responsibility

The Afterschool Physical Activity Leader is responsible for creating a safe, fun, and inclusive environment that encourages children and youth to be active every day. This position supports the goals of the Nova Scotia Physical Activity School Program and the County of Annapolis Recreation Services by delivering high-quality, engaging flexible before and after-school programming. Leaders plan and facilitate a variety of indoor and outdoor recreational activities that promote physical literacy, movement, social development, and wellness for participants aged 4–14

Accountability

This position reports directly to the Manager of Recreation.

Specific Job Responsibilities

1. Planning and facilitating a flexible before or after-school program that aligns with the Nova Scotia Physical Activity School Program values and that include:
 - Movement & Physical activity
 - Physical literacy
 - Outdoor play
 - Inclusion and Culture development
 - Short and long term delivery options over the school year

Example Program Types:

Scheduling can be flexible up to 4 days a week. Program duration up to 6 months depending on weekly scheduling

- Outdoor Physical literacy: Programming outdoors, using nature and open spaces to meet physical activity goals. Program may also include education surrounding the outdoors
- Sport specific programs (weather, location/facility, and equipment dependent): Selected sports must meet physical activity guidelines and be inclusive to all students.
- Multi-sport programming: Programs that vary different sports or exercise.
- Dance programming: Dance programming must meet physical activity guidelines and be inclusive for all students.
- Unstructured physical activity programs: Creating programming with elements of unstructured play while ensuring physical activity standards are met.
- Female only programming: Dedicated physical activity time if offered for girls. We aim to collect more information on motivating activities and ensure appropriate spaces for girls-only sessions.

2. Design weekly schedules that include structured and unstructured play, ensuring each participant accumulates at least 30 minutes of Moderate to Vigorous Physical Activity (MVPA) daily, within a total of 60 minutes of scheduled activity time
3. Develop and coordinate the weekly after school schedule of games, theme days, field trips, recreation/physical activities and skill development for children ages 4-14 years old that meet the MVPA targets.
4. Acting as a positive role model and mentor for groups and individuals demonstrating active participation and healthy behaviours while fostering teamwork, respect and confidence among children.
5. Ensuring the overall safety of the children, families and other employees.
6. Ensuring spaces are clean and tidy during programming and at end of day.
7. Conduct daily safety inspections of play areas and equipment.
8. Submitting incident reports to supervisor.
9. Communicate program, supply and equipment needs to supervisor (Active Living Coordinator) as appropriate.
10. Liaise professional with parents/guardians, as required and/or directed and record daily attendance and participants statistics.
11. Complete daily written reports summarizing activities, participation, and observations and contribute to program evaluation and continuous improvement.

Qualifications and Expectations

Candidates for this position must possess as a minimum, academic experience in Recreation or the Early Childhood Educator program, or a combination of these educational requirements and lived experiences that meet requirements. Candidates must possess Standard First Aid & CPR

Additionally, the candidate must have a minimum of one (1)

to three (3) years experience working with, planning and implementing programs children/youth ages 4-14 years and be able to obtain a Criminal Background Check and Vulnerable Sector Check.

Due to the nature of this position, the employee must demonstrate a positive outlook with the passion for working with children/youth. Candidates will have strong interpersonal, organizational, communication and conflict resolution skills as well as being able to adapt and think quickly in stressful situations and ability to work primarily in a team environment (of two) and/or independently. A commitment to enthusiasm in either volunteer or work experience with includes delivering recreation/physical activities to children/youth. Outdoor Recreation/Nature programming experience is an asset. This position will require work outside of normal office hours including evening, weekends and holidays.