



Nature Kids After School
Program Leader
PART-TIME NON-UNION WAGE BAND: \$18.00-\$22.00
Approved: September 1, 2025

General Position Functions

Nature Kids Program Leaders support the day-to-day delivery of the Nature Kids After School Program by fostering a safe, engaging, and inclusive environment for children through outdoor play and nature-based learning. Program Leaders supervise children, facilitate activities, build positive relationships, and uphold the core values of child-led exploration, environmental stewardship, and inclusive outdoor play and recreation. They act as role models, encouraging curiosity, creativity, and cooperation.

This job description is a general outline of duties and responsibilities and is not meant to limit the employee's initiative to expand or increase their work output subject to approval by their supervisor.

Accountability

The Nature Kids Program Leader reports directly to the Nature Kids Program Director and works collaboratively with Nature Kids Activity Coordinators, and other Program Leaders.

Specific Job Responsibilities

Program Planning & Design

1. Ensure active, engaged supervision of children at all times, using proximity, visual monitoring, and supportive interaction to maintain a safe and responsive environment.
2. Follow risk mitigation strategies and respond promptly to incidents or concerns, completing documentation as needed.
3. Support positive behaviour guidance and uphold inclusive, trauma-informed practices that promote a sense of belonging.

Facilitation & Engagement

4. Facilitate outdoor, child-led play experiences and support children in engaging with activities provided through prepared kits or environmental exploration.
5. Contribute to a positive, responsive program culture by following the lead of the children and adapting to group interests and needs.
6. Participate in planning and implementing seasonal and environmental themes (e.g., Earth Day, solstices) under the guidance of the Activity Coordinators and Director.

Teams Collaboration

7. Communicate regularly with the Program Director and Activity Coordinators to ensure consistency, share observations, and support smooth daily operations.
8. Attend team meetings and staff training sessions to strengthen shared knowledge and build collaborative practices.
9. Participate in reflective dialogue to improve program quality, and share ideas, feedback, and observations with the team.

Family & Community Connection

10. Build warm, respectful relationships with families and communicate any relevant daily updates, concerns, or celebrations.
11. Uphold the values of equity, inclusion, and stewardship as ambassadors of the Nature Kids Program.

Qualifications and Expectations

Minimum Qualifications

- Experience working with children in a recreation, education, camp, or childcare setting.
- First Aid & CPR-C certification (or willingness to obtain prior to start date).
- A valid Criminal Record Check with Vulnerable Sector Screening and Child Abuse Registry Check are required.

Knowledge, Skills & Attributes

- Understanding of child development and child-led, play-based learning.
- Strong interpersonal and communication skills with children, families, and team members.
- Ability to facilitate inclusive, engaging, and age-appropriate activities in natural environments.
- Willingness to participate in continuous learning around equity, inclusion, trauma-informed practice, and environmental stewardship.
- Flexibility, creativity, and confidence in adapting to changing group dynamics and outdoor conditions.
- Positive, proactive team attitude with a collaborative approach to problem-solving.
- Knowledge of child development, inclusive practices, and trauma-informed care. Non-Violent Crisis Intervention (NVCI) and Trauma Informed Care certification considered an asset.

Working Conditions

- This is a part-time position (16.25 hours per week) during the school year, with additional hours possible for professional development days, and seasonal training.
- Requires daily outdoor work in varying year-round weather conditions and active participation in play-based learning.
- Physical demands include walking, kneeling, crouching, lifting (up to 25 lbs), and active play.

Application Requirements:

Applicants must provide the following documents in support of their application:

1. Cover Letter
2. Resumé
3. Three (3) References

Please include the job title in the subject line of your email and merge your cover letter and resume into a single PDF document.

Where To Apply:

1. Applications may be submitted by mail or by email to:

Laura Jacobs
Manager, Recreation Services
354 Main Street,
Kentville, NS, B4N 1K6

Email: ljacobs@kentville.ca

2. Hardcopy applications can also be placed in the drop box at the back of Town Hall.

We thank all candidates for their interest; however, only those under consideration will be contacted. This competition will remain open until the position is filled.