



Dr. Hamilton



LUNCH PROGRAM

The Dr. Hamilton Lunch Program is a non-profit organization dedicated to providing our students with a safe, responsible respectful environment for parent/guardians who choose to have their children supervised over the lunch break.

Dr. Hamilton Lunch Program - Coordinator

2012 / 2013 School Year

Position Summary:

The Dr. Hamilton Lunch Program Coordinator acts as a representative of the Dr. Hamilton Lunch Program Committee (DHLPC) and ensures the Lunch Program's successful delivery.

Qualifications:

- Ability to work with children and adults in a respectful, non-judgmental and professional manner
- Ability to work independently as well as part of a team
- Ability to finish tasks in a timely fashion
- Ability to work in the school environment as well as the home environment
- Access to a computer is required in order to complete the responsibilities of this position
- Computer proficiency in Microsoft Office (Word, Excel, Email) an asset
- A positive attitude and friendly personality
- Strong organizational skills

Successful applicants are required to complete a Child Abuse Registry Check, Criminal Record Check and sign the RETSD Pledge of Confidentiality.

Responsibilities:

Working under the direction of and reporting to the DHLPC and Dr. Hamilton School Administration, the Coordinator will:

- Be on site daily, during the lunch break (12:00 – 1:20)
- Implement DHLPC/Dr. Hamilton School classroom, playground and behavioural policies and directives
- Maintain confidentiality as it pertains to all aspects of the Lunch Program
- Liaise with Dr. Hamilton School Administration
- Work with the DHLP Treasurer to organize Registration Form information
- Create student attendance records
- Ensure student attendance records are being kept in an up-to-date and accurate manner
- Work with the DHLP Treasurer and Dr. Hamilton School Administration to follow up on accounts in arrears in accordance with the Late Payment Policy
- Obtain prepared bank deposits from the DHLP Treasurer and make bank deposits in a timely manner
- Schedule and supervise a team of DHLP Supervisors
- Act as a substitute supervisor, as per Supervisor Job Description, whenever needed
- Maintain up-to-date and accurate personnel records for DHLP Supervisors
- Advise the DHLPC when training, such as 1st Aid/CPR, is due for renewal
- Schedule and attend DHLPC approved professional development workshops for DHLP program employees
- Provide on-the-job training, as required, to Supervisors regarding the daily routines of the Lunch Program



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Dr. Hamilton Lunch Program – Coordinator (Continued)

- Create and maintain employee attendance records and ensure records are up-to-date and accurate
- Submit employee attendance records to the DHLPC Treasurer for payroll preparation, in a timely manner
- Liaise with the DHLPC Treasurer on all financial matters pertaining to the program as required
- Be available prior to the lunch break to advise Supervisors of information relevant to the performance of their duties
- Be available after the lunch break to debrief with Supervisors, as required
- Be available and visible to Lunch Program employees and students
- Rotate through indoor and outdoor Lunch Program areas
- Hold regular meetings with DHLPC Supervisors, keep minutes for these meetings and forward a copy of these minutes to the DHLPC one week prior to the DHLPC monthly meeting
- Advise the DHLPC when Lunch Program supplies are due for replenishing
- Purchase DHLPC approved Lunch Program supplies in a timely manner
- Prepare and deliver written and/or oral reports to the DHLPC; and/or the Dr. Hamilton School Administration; and/or at any related meetings concerning the program, as requested
- Maintain, and operate within, a budget set by the DHLPC
- Other related duties as assigned