



**VOLUNTEER TITLE:** Activities Supervisor  
**DEPARTMENT:** Small Group Supervisor  
**CATEGORY:** 1  
**LAST UPDATED:** June 2020

### **SUMMARY:**

Assist teachers with supervision of students at various activities including fieldtrips or sports events.

### **DUTIES AND RESPONSIBILITIES:**

- Ensure students that are in your care are accounted for and supervised at all times.
- Ensure students are where they need to be, when they need to be there.
- Report any behaviour issues to the classroom teacher or administration to be dealt with.
- Encourage students to participate in the activities by modeling interest, asking questions and allowing enough freedom for students to explore their environment.
- Assist students with any “bookwork” that they are required to do as part of their activity.
- Be positive and encourage students in their activity.
- In the case of sports events encourage students to show sportsmanship by modeling that behaviour. Be kind to other teams!

### **REQUIRED QUALIFICATION AND EXPERIENCE:**

- Ability to maintain supervision of a group of students.
- Ability to keep track of students in your group.
- Ability to interact with students and other adults in an effective manner.
- Ability to communicate effectively using tact and discretion in the explanation and clarification of instructions.
- Punctual and dependable.
- Completed Volunteer Application including Criminal Record Check.