



VOLUNTEER TITLE: Supervisor
DEPARTMENT: K-9 Playing Field
CATEGORY: 1
LAST UPDATED: June 2020

SUMMARY:

Reports to the Administrative Office. Supervises students before or after school on the playing field at the back of the school to ensure the safety and well-being of the students.

DUTIES AND RESPONSIBILITIES:

- Ensures that students are safe and are following school rules.
- Supervises students outside the school during morning or afternoon for a 15-minute period.
- Approaches strangers on or around the playground to ascertain who they are.
- Wears a high visibility vest and carries clipboard.
- Assists in solving minor student conflicts (physical/verbal).
- Reports any incident of a major consequence to the Administrative Officer.
- Administers minor first aid and ensures appropriate medical attention is received, as required.
- Completes accident/incident report forms as required.
- Reports to Administrative Officer, unsafe or broken playground equipment.
- Ensures all playground equipment and garbage cart are brought into the school.
- Ensures all students who have not been picked up by parents after 15 minutes are brought into the school along with their personal belongings.
- Perform a quick visual check of the mens (2) and ladies' washrooms to check that they are empty.
- Sign off on the supervision schedule after you are finished with supervision.
- Performs other assigned comparable duties which are within the scope of knowledge, skills and abilities required by this job specification.
- Arrange appropriate replacement if unable to attend scheduled duty.

REQUIRED QUALIFICATION AND EXPERIENCE:

- Ability to interact with students and parents in an effective manner.
- Ability to communicate effectively using tact and discretion in the explanation and clarification of information.
- Ability to use judgement in applying established methods and procedures.
- Physical ability to perform the required duties.
- Punctual and dependable.
- Completed Volunteer Application including Criminal Record Check.