



Barbados Institute of Management and Productivity

## **EXECUTIVE RECRUITMENT**

### **AFTER SCHOOL PROGRAMME FACILITATOR**

Our client, a provider of financial services is seeking to recruit an **After School Programme Facilitator** for the purpose of assisting designated groups of children in the development and strengthening of their academic, physical and social skills through enrichment programming and the planning and organising of recreational activities.

#### **Key Responsibilities:**

- Assists students, individually or in small groups, with lesson assignments for the purpose of presenting and reinforcing learning concepts, and assisting them in reaching their academic goals and potential.
- Attends scheduled meetings with the parents of the students and attends training opportunities for the purpose of reviewing and coordinating after school activities, learning new instructional techniques and adapting instructional materials.
- Implements instructional learning activities for the purpose of improving students' academic physical and social skills.
- Maintains equipment/work area for the purpose of ensuring the availability of items and to provide, as required, reliable information to the parents and management.
- Modifies or makes recommendations to modify classroom work/homework for the purpose of providing a method to support and reinforce classroom objectives.
- Monitors individual and groups of students for the purpose of enforcing school rules and procedures regarding student behaviour, class participation and provides a safe, respectful and positive multicultural learning environment.
- Performs record keeping and clerical functions for the purpose of providing necessary records/materials to parents and management.
- Promotes good habits for the purpose of improving and encouraging student development.

#### **Core Competencies:**

- Proficient in concepts of grammar and punctuation, stages of child development, learning styles, age appropriate activities and working with diverse youth.
- Flexibility in working with a diversity of individuals and groups at different rates and speeds of development.
- Experience in administering first aid.
- Experience in social development, teaching a sport, art and technology.
- Strong interpersonal, problem-solving and communication skills.
- Extensive knowledge of Microsoft Office Suite and operating standard office equipment.

#### **Qualifications and Experience:**

- A Bachelor's degree in Special Education, Social Services, Child Psychology, Early Childhood Care and Development or Montessori Early Childhood Practice OR an equivalent Higher Level Diploma, OR.
- CVQ in Childhood Education, Level 3.
- Minimum of five (5) years' working with children of all ages or in a social services working environment and working with children of all ages.

**Prospective candidates are required to have a valid Police Certificate of Character and the maintenance of a good Credit History.**

Application letters and résumé should be submitted no later than **10<sup>th</sup> February, 2020** to:

**The Human Resources Officer**  
**Barbados Institute of Management and Productivity**  
**BIMAP Drive, Wildey, St. Michael**  
**Tel: (246) 431-4200**  
**E-mail: [hr@bimapbb.com](mailto:hr@bimapbb.com)**

**Applications will be treated with the highest degree of confidentiality.**