



**TITLE:** After School Caregiver

**STATUS:** Part Time

**REPORTS TO:** Director of Boarding

**CLOSING DATE:** Until a suitable candidate is found

**Trafalgar Castle School** is an all-girls' day and boarding school situated in Whitby, Ontario. We've been around a long time (est. 1874) and may be small in size but we're big in heart and even bigger when it comes to bold ideas.

Are you creative, enthusiastic and do you love working with kids? Do children find you approachable, energetic, authentic and supportive? Then we want to meet you. We're looking for a part-time **After School Caregiver** for our after school program for girls aged 9 through 12, Monday through Friday 3:00pm to 5:30pm.

**You have:**

- Excellent communication and interpersonal skills
- An empathetic approach and patient demeanour
- Experience working with school aged children
- Demonstrated ability to program plan and implement age appropriate activities
- Ability to work independently with little supervision
- Ability to take initiative and follow directions, as required
- Valid standard First Aid and CPR
- Ontario Childcare Training an asset

**You are:**

- Passionate about working with children
- Professional, positive, approachable, creative and flexible

**What You'll Be Doing:**

- Providing a caring, stimulating and inclusive environment
- Ensuring the safety and security of students in the aftercare program
- Assisting children with their homework
- Communicating with parents, students and school staff in a timely manner
- Practicing emergency procedures
- Maintaining accurate records

Candidates interested in building their experience working with school aged children and youth in advance of post-secondary applications are encouraged to apply.

Interested candidates should submit a resume and cover letter to:

Joanne Payne, HR Manager  
[careers@trafalgarcastle.ca](mailto:careers@trafalgarcastle.ca)

Please submit your covering letter and resume to [careers@trafalgarcastle.ca](mailto:careers@trafalgarcastle.ca).

Trafalgar Castle is committed to fostering an inclusive, diverse and respectful environment where everyone feels they belong. We welcome and encourage qualified applicants who share our commitment. We are also committed to providing accommodations for persons with disabilities. If you require accommodation at any stage during the recruitment process, please contact Human Resources at [careers@trafalgarcastle.ca](mailto:careers@trafalgarcastle.ca) so that we may work with you to meet your needs.

As a condition of employment, successful candidates will be required to submit a current original Vulnerable Sector Screening from the police jurisdiction in which they reside prior to commencing employment.

For the health and safety of our staff and students, our School has made COVID-19 vaccinations mandatory. Proof of being fully vaccinated against COVID-19 with a vaccine approved by Health Canada is a condition of employment.

For further information, please visit us online at [www.trafalgarcastle.ca](http://www.trafalgarcastle.ca)