

Burnside Gorge Community Association Out of School Care Leader

Position Overview

Reporting directly to the Out of School Care Manager, Leaders are responsible for the planning and Implementation of licensed out-of-school care programs.

Specific tasks include:

- With support from the Manager, coordination and planning of all aspects of delivering a wide variety of age appropriate programs and activities for children 5-11 years of age
- Ensuring that all staff, volunteers and participants act in accordance with the Code of Conduct of the Burnside Gorge Community Association
- Providing all required care and support to program participants including (but not limited to): the provision of first aid, behaviour management and appropriate risk management
- Liaising with parents/caregivers and the Manager on all aspects of the children's behaviour and Participation
- Ensuring that all health and safety guidelines, policies and procedures are followed at all times during the program operation
- Performing related duties (such as transporting children via bus or van) as required
- Ensuring that all licensing requirements are met
- Monitoring and maintaining program supplies
- Attending all necessary staff meetings and training sessions
- Performing necessary housekeeping duties as required
- Communicating with the Manager and staff to promote an open, collaborative environment

Position Requirements

- Ability to understand and apply current recreation, child development and child care philosophy
- Ability to lead and deliver school-aged programs with minimal supervision
- Understanding and ability to apply first aid and emergency response
- Excellent interpersonal skills and positive customer service skills
- Previous experience working with children in a licensed child care or recreation-based setting
- Ability to maintain records (observing and recording)
- Strong written and oral communication skills
- Standard First Aid and CPR 'C'
- Clean criminal record check
- **Class IV license is an asset**

Hours of Work

Hours vary depending on availability and program needs. We are looking to fill three part-time positions at 15 hours a week as well as three casual on call positions. Shifts include 7:30am-9:00am and either 2:00 -5:00 or 2:30 -5:30, Monday through Friday. There are also opportunities for additional hours during non-instruction days (pro d, early dismissal) as well as during seasonal camps.

Posting Closing date: This posting will remain open until filled. We encourage applicants to apply as soon as possible.

Start date: As soon as possible

Wage: \$16.50/hr

Reports To: Out of School Care Manager

To Apply: Please submit a resume with cover letter to:

Burnside Gorge Community Association

Attn: Hannah Holmes

Email: hannah@burnsidegorge.ca

Fax: 250-388-5269

Mailing address: 471 Cecelia Road, Victoria, BC V8T 4T4