



Job Posting:

## Out-Of-School Care Program Assistant

Rate of Pay: \$15.00, depending on experience  
Probationary period: \$14.00 for new hires

Start date: September 8<sup>th</sup>, 2009

End date: Last day of School TBD

**Hours of Work:** a combination of 20—25 hours/week inclusive of staff and team meetings / some special events on weekends/ morning care  
Monday 2:45-5:30 Tuesday 2:45-5:30 Wednesday 1:45-5:30 Thursday 2:45-5:30 Friday 2:45-5:30

### JOB DESCRIPTION

Reporting directly to the on-site Manager, the successful candidate will provide support to the OSC program in the following ways:

- Ensure a high standard of care is carried out with attention to physical safety and emotional, social and intellectual well-being
- Assist with the design of a high quality program which is developmentally appropriate and meets children's individual needs
- Ensure all licensing regulations are met
- Maintain the aesthetic appearance of the physical spaces
- Attend staff meetings, team meetings and training sessions
- Communicate with Manager and staff to promote an open, collaborative environment

### REQUIRED SKILLS AND QUALIFICATIONS

- Ability to understand and apply current recreation, child development, licensing and child care philosophy
- Self-directed and confident when delivering quality school aged programs
- Excellent inter-personal and customer service skills
- Previous experience working with children in a licensed child care or recreation based setting
- Maintain accurate records
- Strong written and oral communication skills
- Standard First Aid and CPR (C)
- Criminal Record Check
- Record of immunization
- A Dr's note indicating that you are "physically and psychologically capable of working with children and carrying out assigned duties in a community care facility"
- Have completed a course, or combination of courses, of at least 20 hours duration in child development, guidance, health and safety or nutrition
- Class 4 drivers license is a major asset
- Minimum 19 years of age

**WORK SETTING:** Fairfield Gonzales Community Association (Margaret Jenkins OR Sundance OR Fairfield)

Interested individuals are requested to forward their resume, with a cover letter, to Candace Negm, Child Care Coordinator, either in person, via email ([osc@fairfieldcommunity.ca](mailto:osc@fairfieldcommunity.ca)) or fax (250-382-4604)

Position will remain open until a suitable candidate is found