



Job Posting:

**Assistant Manager – Sundance Out-of-School Care  
One Year Posting with Possibility of Extension**

**Rate of Pay:** Up to \$18.50, depending on experience **Probationary period: \$17.00 for new hires**

**Start date:** March 5<sup>th</sup>, 2012

**End date:** June 29<sup>th</sup>, 2012

**Recall Date:** August 27<sup>th</sup>, 2012

**End date:** April 12<sup>th</sup>, 2013

**Hours of Work:** 26 hours/week inclusive of staff and team meetings / some special events on weekends/all Pro D days from 7:54-5:15. This program is closed for SD61 Winter/Spring/Summer breaks however; employment is possible in the role of Team Leader.

**Monday 12:00-6:00 Tuesday 2:00-6:00 Wednesday 2:00-6:00 Thursday 10:00-6:00 Friday 2:00-6:00**

**JOB DESCRIPTION**

Reporting directly to the Child Care Coordinator, the Assistant Manager will provide support to the OSC program in the following ways:

- Maintain a current VIHA manager license
- Hiring, coaching, evaluating, supervising and mentoring all staff
- Responsible for taking correct registration and payments and processing all data entry into Child Care Pro Software
- Monitor and maintain program supplies
- Ensure all licensing facility regulations are met
- With the support of staff, maintain the appearance of the physical spaces
- Prepare and distribute monthly newsletter and program information to registered families
- Planning special events
- Purchasing weekly snack
- Offer appropriate resources and support to families
- Assist in the preparation and planning of staff meetings and training sessions
- Communicate with FGCA staff to promote an open, collaborative environment
- Assume duties in the absence of fellow managers
- Maintain positive relationship with SD61

**REQUIRED SKILLS AND EXPERIENCE**

- Preferably a degree in child and youth care, social work, early childhood education, recreation and leisure or community development-minimum of 20 hours accredited child care courses
- In-depth understanding of the “Community Care and Assisted Living Act” and the “Child Care Licensing Regulations”
- Proven supervisory skills and experience delivering quality school-age programs
- Experience working with families in a supportive manner
- Strong written and oral communication skills

**WORK SETTING:** Fairfield Gonzales Community Association and Sundance Out-Of-School Care  
Interested individuals are requested to forward their resume, with a cover letter, to Candace Negm, Child Care Coordinator via email ([osc@fairfieldcommunity.ca](mailto:osc@fairfieldcommunity.ca)) or fax (250-382-4604)

**Position will remain open until February 6<sup>th</sup>, 2012 4:00p.m**