



**Out-of-School Care Activity Leader**

Position Start Date: **August 31, 2017**

Position End Date: **June 29, 2018**

Posting closes: August 4, 2017

Positions Available: Six (6)

Hours of Work: This is a regular part-time 10 month (September – June) contract position with a recurring regular summer layoff of two months (July/August) working a maximum 21.25 hours per week, Monday – Friday. Possible extension into Summer Camp available.

Shifts Available:

- AM Care: 7:30am-9am
- PM Care: 2:30pm – 5:45 pm - Or -
- Both AM + PM Care

Please specify which shift you would prefer in your application.

Duties will include

- Please see Job Description for full list of duties

All applicants must be:

- A minimum of twenty hours child-related coursework
- Minimum 1 year experience working with children in a group child care/recreational setting
- Must meet BC Child Care licensing requirements for valid and subsisting First Aid certification
- Clean criminal record check (as required by BC Child Care Licensing Regulation)
- Preference will be given to those who have or are willing to obtain their Class 4 driving license by September 1, 2017
- Strong leadership skills
- Excellent interpersonal and communication skills

Rate of Pay: \$14.25-\$14.50/hour + 4% in lieu of Holiday Pay

Apply to:

Cindy Allen

Out-of-School Care Program Coordinator

#1-2827 Belmont Avenue

Victoria, B.C.

V8R 4B2

Email: [osc@oaklandsca.com](mailto:osc@oaklandsca.com)

## Primary Responsibilities

### Supervision:

- Provide supervision and guidance to children during daily activities, field trips and special activities
- Adhere to BC Child Care Licensing standards of care and remain compliant to Licensing requirements
- Assist in taking daily attendance, document all behavioural challenges in the appropriate communication logs, complete critical incident/ accident reports and maintain medication forms as required
- Responsible for contents of Out Trip backpack including making sure emergency cards and pictures are for currently enrolled children as well as contents of first aid remain stocked
- Establish and maintain good communication with children's families and community agencies involved in children's development
- Assist Room Lead in maintaining supplies and equipment and create monthly supply shopping list
- Assist in housekeeping duties.

### Room Accountabilities:

- Assist in planning, developing, and implementing crafts, games or other activities planned for the day, including outlining day on whiteboard
- Build children's social and interpersonal skills and self-esteem by establishing routines and positive guidance policies that allow children to feel secure, comfortable and safe
- Assist in creating and implementing monthly calendars based on interests and planning schedule (1 hour/month)
- Assist in organizing and preparing for family transitions into and exiting your room including cubby space, emergency kits, settling families, etc.

## Specific Accountabilities/Deliverables

- Prepare room for service delivery including craft and snack
- Ensure cleanliness and organization of space and supplies, including supply cupboards/closets
- Provide supervision of the children, ensuring the program considers the health and well-being of all children as the highest priority
- Be a positive role model for all children, using appropriate language and modeling in all areas
- Be informed of children registered in the program, including specific information such as allergies and custody issues
- Be familiar with VIHA Licensing Guidelines and all of the OCA's Policies and Procedures
- Contribute to and participate in daily activities
- Research and implement new and innovative program ideas
- Attend and participate in all team meetings