



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

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

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

Posting closes: August 4, 2017

Positions Available: Two (2)

Hours of Work: This is a regular part-time 10 month (September – June) contracted position with a recurring regular summer layoff of two months (July/August) working a maximum 16.25 hours per week, Monday – Friday. Hours of Operation are 2:30-5:45pm with longer shifts available during Pro-D Days and Winter or Spring Break Camps , and substitute morning shifts (7:30-9am). Possible extension into Summer Camp available.

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/hour plus 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
- Establish and maintain good communication with children's families and community agencies involved in children's development.
- Assist in housekeeping duties
- Assist in documenting all behavioural challenges in the appropriate communication logs, complete critical incident/ accident reports and maintain medication forms as required.

### **Room Accountabilities:**

- Assist in implementing crafts, games or other activities planned for the day.
- Assist in cleaning after program activities
- 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 organizing and preparing for family transitions into and exiting your room including cubby space, emergency kits, settling families, etc.

### **Specific Accountabilities/Deliverables:**

- Assist in cleaning room after service delivery of craft and snack
- Assist in 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.
- Attend and participate in all team meetings.
- Facilitate positive and professional parent/staff and children/staff relations.



Oaklands Community Association

[www.OaklandsCommunityCentre.com](http://www.OaklandsCommunityCentre.com)

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Oaklands Community Association is a registered charity | BN 882929946RR0001

Oaklands Community Centre  
2827 Belmont Ave #1, Victoria BC V8R 4B2

Oaklands Neighbourhood House  
2629 Victor Street, Victoria BC V8R 4E3