



Out-of-School Care Chapel Site Co-Manager

Position Start Date: **August 30, 2018**

Position End Date: **June 25, 2020**

Posting closes: June 27, 2018

Positions Available: One(1)

Hours of Work: This is a regular full-time position with a recurring regular summer layoff of two months (July/August) working 35 hours per week, Monday to Friday with the exception of statutory holidays and program closures. This position requires a commitment of two (2) years. Chapel Lead shifts are 7:00-9:00am and 2:00-6:00pm, plus program planning hours; OSC program hours of operation are 7:30-9am and 2:48-5:30pm, plus longer shifts on Pro-D Days, Winter and Spring Break camps.

Duties will include

- Please see Job Description for full list of duties

All applicants must be:

- 19 years of age
- A minimum of three years supervisory position
- A minimum of three years' experience working with children in a child care/recreational setting
- A minimum of twenty hours child-related coursework
- 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 with a Class 4 driving license
- Strong leadership skills
- Excellent interpersonal and communication skills

Rate of Pay: \$17.25/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

Primary Responsibilities

Supervision:

- Provide supervision and guidance to chapel site staff; model guidelines of program to help encourage and support them and children in care
- 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
- Responsible for organizing and maintaining copies of both staff and children files in a secure space at Chapel location
- Responsible for contents of OSC-Chapel backpack including currency of emergency card information and pictures for enrolled children as well as restocking First Aid kit
- Establish and maintain good communication with children's families and community agencies involved in children's development.
- Maintain supplies and equipment; create monthly supply shopping list and purchasing supplies
- Assist in housekeeping duties in accordance with Chapel requirements
- Oversee OSC staff, practicum students and subs within assigned OSC rooms
- Take daily attendance, document all behavioural challenges in the appropriate communication logs, complete critical incident/ accident reports and maintain medication forms as required.

Room Accountabilities:

- Build children's social/ interpersonal skills and self-esteem by establishing routines and positive guidance policies that allow children to feel secure, comfortable and safe.
- In partnership with Chapel Site Activity Leaders, the Chapel Site Co-Manager will create and implement monthly calendars based on interests and planning schedule.
- Plan, develop, and implement crafts, games or other activities planned for the day, including posting daily activity summary for children and families to view.
- Create family email lists of each Chapel Site space for any correspondence needed between OSC program and families (out-trip/special events/illness outbreaks, etc.)
- Create and prepare weekly snack schedule; prepare shopping list for Out-of-school Care Coordinator
- Assist in organizing and preparing for family transitions into and exiting the Chapel site including emergency kits, settling families, etc.
- Utilize weekly program planning time – supply shopping, snack menu lists, emailing families and updating emergency forms and first aid supplies = approx. 2.5 hours/week

Specific Accountabilities/Deliverables

- Support staff as needed with program planning and children behaviour management
- Liaison between families and OSC program coordinator; facilitate positive and professional parent/staff and children/staff relations.
- Facilitate Chapel check-ins, provide input for monthly staff meetings, and participate in all team meeting
- Prepare room for service delivery including craft and snack
- Ensure cleanliness and organization of space and supplies, including supply storage systems
- 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 and staff, 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; maintain copies of children and staff files
- 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.