

## **Burnside Gorge Community Association**

### **OUT OF SCHOOL CARE LEADER**

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#### **Position Overview**

Reporting directly to the Childcare Manager, Leaders are responsible for the planning and implementation of licensed out-of-school care programs.

Specific tasks include:

- With support from the Manager, coordination and planning of all aspects of delivering a wide variety of age appropriate programs and activities for children 5-11 years of age
- Ensuring that all staff, volunteers and participants act in accordance with the Code of Conduct of the Burnside Gorge Community Association
- Providing all required care and support to program participants including (but not limited to): the provision of first aid, behaviour management and appropriate risk management
- Liaising with parents and guardians and the Manager on all aspects of the children's behaviour and participation
- Ensuring that all health and safety guidelines, policies and procedures are followed at all times during the program operation
- Performing related duties (such as transporting children via bus or van) as required
- Ensuring that all licensing requirements are met
- Monitoring and maintaining program supplies
- Attending all necessary staff meetings and training sessions
- Performing necessary housekeeping duties as required
- Communicating with the Manager and staff to promote an open, collaborative environment

#### **Position Requirements**

- Ability to understand and apply current recreation, child development and child care philosophy
- Ability to lead and deliver school-aged programs with minimal supervision
- Understanding and ability to apply first aid and emergency response
- Excellent interpersonal skills and positive customer service skills
- Previous experience working with children in a licensed child care or recreation-based setting
- Ability to maintain records (observing and recording)
- Strong written and oral communication skills
- Standard First Aid and CPR 'C'
- Clean criminal record check
- Minimum of 19 years of age
- Class IV license is an asset

**Hours of Work**

Hours vary depending on availability and program needs. Shifts include 7:30am-9:00am and 2:30pm-5:30pm or 2:15pm-5:30pm, Monday through Friday. We are seeking multiple candidates to fill several positions ranging from 16-24.25 hours a week. There are also opportunities for additional hours during non-instructional days (pro d, early dismissal) as well as during seasonal camps.

**Start date:** As soon as possible

**Wage:** \$19.00/hr

**Reports To:** Out of School Care Manager

**To Apply:**

Please submit a resume with cover letter to:

Burnside Gorge Community Association

Attn: Hannah Holmes (they/them)

Email: [hannah@burnsidegorge.ca](mailto:hannah@burnsidegorge.ca)

Mailing address: 471 Cecelia Road, Victoria, BC V8T 4T4

**Deadline to Apply:** Open until filled