

Burnside Gorge Community Association
BURNSIDE OUT OF SCHOOL CARE (BOSC) MANAGER

JOB SUMMARY

As part of the Child Care Services Team, the BOSC Manager oversees all aspects of Out of School Care programming at the Burnside Gorge Community Centre during the school year including: enrollment, supervision of staff, program planning & delivery, and administration. As this program operates in a busy environment within shared spaces there is a strong focus on building positive, professional relationships with community partners and administration in addition to children and families, the broader BGCA team, and the general public. This position also works as part of a collaborative management team in the delivery of seasonal licensed day camps for children aged 5-11 during spring, summer & winter breaks.

KEY DUTIES AND RESPONSIBILITIES

Program Operations

- Over-see and participate in the day to day delivery of services to children, including all duties of front-line workers
- Ensure delivery of a variety of quality, age-appropriate activities that meet the social, cognitive, physical, emotional and social needs of children of all skills and abilities.
- Respond to parent concerns in a timely manner
- Maintain program waitlists, distribute registration packages, and ensure orientation of new families to the program, the facility and staff
- With the support of the Team Leader, participate in the recruitment, hiring and evaluation of frontline program staff
- Using BGCA procedures, appropriately manage staff including dealing with any issues that may arise
- Participate in grievance resolutions amongst staff
- Meet with staff team at least once every week to discuss the program, build the team, etc
- Ensure that there is an effective method for the daily sharing of service delivery information
- Assist the staff in arranging for substitutes, preparing plans, reporting, etc
- With the support of the Team Leader, review and update job descriptions as necessary

Health and Safety

- In cooperation with the Childcare Coordinator ensure facilities are clean and safe, that equipment is in good repair, and liaise with the BGCA facilities team as required
- Ensure a consistent, authorized pick up system is in place and communicated to staff, parents and guardians, and school administration
- Follow licensing procedures for administering medications and maintaining health records
- In consultation with parents and according to CCLR standards: develop, review, and record compliance with care plans where applicable
- Ensure that staff are aware of any allergies, illnesses, or special conditions
- Report all accidents, injuries and illnesses to the Childcare Coordinator or delegate and record such incidents in the daily log book and inform Licensing as required.
- Become familiar with the Child Abuse Prevention Handbook for Service Providers, and report any suspicions or disclosures of child abuse to the Childcare Coordinator immediately

Financial & Administrative

- Maintain records of participants as well as staff in accordance with BGCA procedures
- Oversee program expenditures such as staffing, groceries and program supplies within a prescribed budget and provide information to the Team Leader regarding the budgetary needs of the program in a timely manner
- Ensure timesheets and expenses are submitted to the Team Leader in a timely manner
- Attend weekly Program Manager's meetings.

Program Culture

- Work with staff to create and maintain a healthy, safe, clean, and attractive environment

- Develop and maintain positive & effective relationships with the school administration and staff, community partners, government agencies, etc.
- Represent the program, and/or society, at official functions and local events, as needed.
- Provide opportunities for the community to visit the centre and learn more about the value of the program
- With the support of the Team Leader work to maintain a sense of connectedness for staff to the broader BGCA team (multiple sites)
- Encourage a learning environment for staff, attend conferences and workshops on appropriate topics and issues
- Ensure completion of annual professional development equivalent to at least two day's work
- Play an active role in professional or child care organizations such as ROSCO

REQUIRED QUALIFICATIONS

- **A valid Class 4 license (or a willingness to obtain one within an agreed time frame - BGCA will reimburse the cost) is required**
- A degree in education, child care, social work or a related field, or an equivalent of education and experience is required
- Experience in direct program delivery in the child care field, with a demonstrated working knowledge of community-based programs and related legislation and policies)
- Previous management experience
- Demonstrated teamwork, strong, positive leadership and supervisory skills.
- Good organization, time and general management skills as well as computer skills (Word, Excel)
- Excellent oral, written, facilitation and interpersonal communication skills
- Ability to establish and maintain positive, effective relations with children, staff, families
- Valid first aid certificate
- No relevant criminal record
- Minimum of 19 years of age
- In addition, the ideal candidate will contribute to a team-focused work environment, working collaboratively across departments to best meet the needs of those we serve
- A reliable vehicle and good driving record (abstract required)

HOURS OF WORK

September to June: 35 hours per week between the hours of 7:30am-5:30pm with split shifts for morning care (7:30-9:00 am). The manager is required to drive children from the Burnside Gorge Community Centre to Quadra Elementary School on the Burnside Bus. This position requires the manager to be in ratio during program hours.

July-August: 37.5 per week during summer day camp

WAGE AND BENEFITS

\$23.58/hour. BGCA offers extended health and dental benefits and an opportunity to opt into a matched RRSP after a successful three-month probation period. Paid sick leave. Vacation pay accrual starts at 4% (2 weeks) and increases with the length of employment.

This is a temporary, contract position covering a maternity leave starting January 15th, 2024 and ending July 11th, 2025

REPORTS TO: Child Care Coordinator

TO APPLY (Please submit a resume with cover letter to)

Burnside Gorge Community Association

Attn: Hannah Holmes (they/them)

Email: hannah@burnsidegorge.ca

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

Open until filled, interviews will be booked as applications are received. We thank all applicants for their time but only short-listed candidates will be contacted.