

## Burnside Gorge Community Association OUT OF SCHOOL CARE LEADER ASSISTANT

### Position Overview

Reporting directly to the OSC Manager, Leaders' Assistants are responsible for assisting leaders in the planning and implementation of licensed out-of-school care programs for school-aged children on school grounds and in classrooms at BGCA sites.

### Position requirements:

- Must be on income assistance or on PWD to qualify for this work experience opportunity
- Ability to engage in the delivery of a variety of age-appropriate activities for children 5-11 years of age
- Assist leaders in their care and supervision of children, including (but not limited to): the provision of first aid, behaviour management and appropriate risk management
- Communicate with parents and the Manager regarding children's behaviour and participation in the program
- 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
- Excellent interpersonal skills and positive customer service skills
- Ability to maintain records (observing and recording)
- Clean criminal record check
- Minimum of 19 years of age

### Training Opportunities:

- Standard First Aid and CPR 'C'
- Responsible Adult Course
- Food Safe Certification
- Professional development

### Hours of Work

This is a contract position for 240 hours between October 1, 2025 and March 31, 2026. Program hours run before and after school, generally 7:30 am – 9:00 am and from 2:30 pm to 5:30 pm. There are opportunities for longer hours during school closure days, such as Professional Development days and Winter and Spring Breaks.

**Compensation:** \$3600 for 240 hours

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