Burnside Gorge Community Association
OUT OF SCHOOL CARE LEADER

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

- Completion of a course, or a combination of courses, of at least 20 hours duration in child development, guidance, health and safety, or nutrition
- 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 7:30 am-9:00 am and 2:30 pm-5:30 pm or 2:15 pm-5:30 pm, 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. This is a contract position until June 2027, with a possibility of extension to a full-time position during summer.

Wage: $22.35/hour

Reports To: Out-of-School Care Manager

To Apply:
Please submit a resume with cover letter to:

Burnside Gorge Community Association
Email: osc@burnsidegorge.ca
Mailing address: 471 Cecelia Road, Victoria, BC V8T 4T4

Deadline to Apply: Open until filled