

STAFF VACANCY

Job Title – Out of School Care Worker - Auxiliary
COMPETITION NUMBER: 17 – 01

INTERNAL/EXTERNAL OPPORTUNITY

[THIS IS A UNION POSITION]

This is an auxiliary position requiring the incumbent to work with the Community Recreation area of Parks and Recreation from January 2017 – June 29, 2017. Scheduled hours vary, Mon - Fri between 6:30-9:00am and 2:15-6:00pm in the Licensed Out of School Care Program for Grades K-5.

DUTIES:

- Staff will be responsible for serving snack, supervising quiet activities, and leading afternoon activities which may include gym games, playground games, crafts, drama, science, cooking, swimming and skating.
- Staff will provide all required care and support including, but not limited to, behaviour management, parent communication, first aid and the administration of medication with parent approval.

QUALIFICATIONS:

- Must be at least 19 years of age
- 20 hours of coursework in child development, guidance, health and safety, or nutrition. (examples: Food Safe, NLS, NCCP, Child Psychology)
- Current Standard First Aid and CPR C Certification
- Clear criminal record check from the Ministry of Justice

SALARY:

\$16.80 per hour/2016 rates (plus 14% in lieu of benefits)

See attached job description or visit our website www.esquimalt.ca to view the Township's corporate values and strategic plan.

*Please submit your resume and covering letter quoting **Competition No. 17 – 01***

Applications are to be received by
Shelann Kowalewsky, Recreation Supervisor
527 Fraser Street, Esquimalt, B.C. V9A 6H6
Shelann.kowalewsky@esquimalt.ca

The posting will remain open until a suitable candidate is found.

January 3, 2017

Jeff Byron, Manager of Recreation Services

**ESQUIMALT
POSITION DESCRIPTION**

Position No.: 3062A
Effective Date: 2002
Amended: Aug 16, 2006

Position Title:	Out-of-School Care Worker
Department/Division/Section:	Parks and Recreation/Recreation

POSITION FUNCTION

Provide daily, on site leadership for Esquimalt's Out of School Care Program.

KEY DUTIES

Coordinate and plan all aspects of delivering a wide variety of age appropriate programs and activities for children up to 18 years of age.

Provide leadership to staff, volunteers and users in the delivery and implementation of the Out of School Care program.

Assist the Out of School Care Supervisor in the selection, training, leading, evaluating and mentoring of the Out of School Care team. Ensure staff follow the guidelines of the program and related licensing bodies.

Provide all required care and support to program participants including, but not limited to, the administration of medication with parental approval, the provision of first aid and behaviour management. Liaise with parents/caregivers and the Out of School Care Supervisor in all aspects of the children's behaviour and participation.

Ensure all health and safety guidelines, policies and procedures are followed at all times during the program's operation. Perform a number of related administrative duties including the preparation of reports and correspondence related to the CRD Licensing Agreement.

Maintain all equipment, supplies and inventories as related to the operation of the Out of School Care program. Provide necessary housekeeping as appropriate and directed.

Perform related duties where required.

INDEPENDENCE

Work is performed according to established procedures and defined practices or assigned by supervisor.

Work is reviewed while in progress and upon completion by supervisor.

Issues such as major expenditures, admission of children to programs, behavioural issues or discipline are referred to supervisor.

WORKING CONDITIONS

Physical Effort:

Bend, kneel to assist and lifting/carrying children; moving medium weight equipment and program supplies, physical activities including running, swimming, skating; using fine motor skills in program activities (arts and crafts) (often).

Mental Effort:

Deal with multiple requests for attention (often)

Visual/Auditory Effort:

Watching children and monitoring for safety and comfort, often in a busy noisy environment (frequent).

Work Environment:

Day Care Room; Exposure to germs, pinching and biting from children (continuous)

KEY SKILLS AND ABILITIES

Understand and apply current recreation, child development and out of school care practices.

Ability to lead and deliver out of school programs

Understand and apply first aid and emergency response.

Excellent interpersonal skills and positive customer service skills

Effective verbal and written communications skills

Demonstrated planning and organizing skills

Basic numeric skills (adding, subtracting, multiplying, division) and basic keyboarding skills.

Ability to learn and operate a variety of program equipment (e.g. VCR, BBQ, Popcorn maker).

Ability to maintain detailed and accurate manual or computer based records

Ability to operate standard office equipment including computer equipment and accessories

Ability to work independently, prioritize work tasks and provide work direction to auxiliary employees and volunteers

QUALIFICATIONS

Formal Education, Training and Occupational Certification:

High school graduation. Mandatory age requirement of 19 years or older per the Vancouver Island Health Authority licensing requirements.

Previous experience working with children in a (licensed) out-of-school care or recreation environment is preferred.

First Aid Certificate (8 hours).

Experience:

12 months of related experience or an equivalent combination of education and experience.

OTHER

Length of time to become familiar with job duties and responsibilities: varied, depending on qualifications.

May be requested to substitute in a more senior position.

Amended: Aug 16, 2006 Approved by: David Speed, Director