



Making a difference...together

# Employment Opportunity

## Out-of-School Care Leader (up to 4 positions)

### **Parks & Environmental Services – Panorama Recreation**

Competition	<b>20/134</b>
Status	<b>Auxiliary</b>
Hours of Work	<b>Up to 40 hours bi-weekly:</b> Monday – Friday (2:15pm-6:00pm, or 2:30pm – 5:45pm; minor changes on early dismissal days. Hours of work may vary based on operational needs.
Rate of Pay	<b>\$23.44 per hour (plus 14% in lieu of benefits)</b>
Review of applications	<b>4:00pm on August 14, 2020 however, will remain open until filled</b>
Notes	<b>Term:</b> September 2020 to June 2021 with training in late-August 2020. These positions will be based from Greenglade Community Centre in Sidney and/or the Central Saanich Cultural Centre in Brentwood Bay.

### **Summary**

Under the direct supervision of the Recreation Program Coordinator and Recreation Program Assistant, the Out of School Care Leader is responsible for the implementation and delivery of the Panorama Out of School Care program for children/youth. Hours of work may vary based on operational needs.

*Incumbents will be required to provide two acceptable criminal record checks. One with Municipal Police Station for hire with CRD and one specific to Licensed Child Care program with the Ministry of Public Safety and Solicitor General in order to work in this position and to report to their supervisor if any criminal charges are laid against them that may be related to their employment in this position.*

### **Duties & Responsibilities**

- Act as a liaison between general public and Panorama Recreation.
- Responsible for picking-up and transporting youth to the centre using 23 passenger bus.
- Responsible for the delivery of safe, healthy and enjoyable care for children ages 5-10.
- Prepare daily program planning and provide leadership to promote a fun, positive environment as well as provide opportunities for participation in a variety of recreational activities
- Plan and prepare snack
- Plan and prepare weekly out trip
- Monitor use and distribution of program equipment.
- Ensure toys and equipment are safe and sanitary.
- Lead and plan activities such as arts & crafts, sports, cooperative games, and dynamic play.
- Adhere to the licensing requirements set forth by the Ministry of Children and Family Development
- Follows all policies, procedures and standards of the CRD.
- Other duties as required.

### **Qualifications**

- Completion of Grade 12 or equivalent.
- Must be at least 19 years of age

- Current Emergency First Aid certificate with CPR level C (or higher).
- Experience leading children or youth programs and 20 hours of education in this area.
- Familiar with Ministry of Children and Families Development Licensing regulations
- A statement signed by a medical practitioner indicating that the person is physically and psychologically capable of working with children, is required.
- Excellent communications (verbal and written), interpersonal, customer service skills are required.
- Must possess a valid Class 4 BC Driver's License (or be willing to obtain prior to start of position).

## Applications

To apply for this exciting opportunity, please submit your resume and covering letter online at [www.crd.bc.ca](http://www.crd.bc.ca) under "[Careers](#)".

**The CRD thanks you for your interest and advises only those candidates under active consideration will be contacted.**

