



Making a difference...together

Employment Opportunity

After School Care Assistant Leader (up to 4 positions)

Parks & Environmental Services – Panorama Recreation

Competition Number:	23/209
Employment Type:	Auxiliary
Hours of Work:	Up to 36 hours bi-weekly – Monday to Friday 2:30-5:30pm
Rate of Pay:	\$18.96 per hour, plus 14% in lieu of benefits (2023 rate)
Review of applications begins:	4:00pm on August 22, 2023
Notes:	This is a term position: program runs September 5, 2023 to June 2024, following the School District 63 calendar. Position will be based at Greenglade Community Centre in Sidney or Central Saanich Cultural Centre in Brentwood Bay.

Job Summary

The After School Care Assistant is responsible for assisting with the implementation and delivery of licensed after school programming for school age children, Kindergarten to Grade 5.

This position will assist in ensuring that participants are engaged, safe and provided with developmentally-appropriate programming. Duties will include: assisting with pick up of children from school, organization and execution of activities, and ensuring the safety and wellbeing of participants. The After School Care Assistant will work collaboratively with an After School Care Leader.

Qualifications

- Must be at least 19 years of age
- Completion of Grade 12 or equivalent
- Experience leading and activity planning programs for school age children.
- A minimum of 20 hours of education, workshops or professional development in health, recreation, child studies or equivalent. The CRD is willing to assist with obtaining these hours.
- Current certification in Emergency First Aid with CPR-C (at a minimum).
- Familiarity with Ministry of Children and Family Development licensing regulations.
- Physically and psychologically capable of performing the duties of the role.
- Excellent verbal and written communications, interpersonal, and customer service skills.
- An acceptable criminal record check will be required to work in this position.

...Continue to the following page for additional information about this job.

Applications

To apply for this exciting opportunity, please visit www.crd.bc.ca and submit your application on our [careers page](#).

We welcome all qualified applicants to apply and may consider a combination of experience, education and/or training where possible.

What is the CRD?

The Capital Regional District (CRD) is the regional government for 13 municipalities and three electoral areas on southern Vancouver Island and the surrounding Gulf Islands, serving more than 432,000 people.

Our administrative boundaries span the Traditional Territories of many First Nations, all of whom have a long standing relationship with the land and waters from time immemorial that continues to this day.

We value the diversity of the people we hire and serve. In our commitment to bring differing perspectives to our workplace, and to deliver the best possible service to our customers, we encourage and welcome applications from all people with diverse backgrounds, abilities, and lived experiences.



Typical Duties and Responsibilities

People working in this role can expect to be responsible for performing the following duties. This list is not meant to be comprehensive and other related duties similar in scope and complexity may be performed.

- Assists in the delivery of safe, successful, healthy and enjoyable licensed care for school age children.
- Assists with daily classroom preparation and execution of planned activities.
- Provides learning and guidance to participants on appropriate behaviour during play and activities.
- Assists with pick up of children from school via 24-passenger bus or on foot.
- Works collaboratively with an After School Care Leader.
- Delivers care and support with behaviour management, inclusion, first aid and other areas relating to caring for children.
- Ensures equipment and program spaces are safe and sanitary before and after each program session.
- Adheres to licensing requirements set forth by the Ministry of Children and Family Development.
- Acts as a liaison between the general public and CRD; providing good customer service and clear communication with parents and caregivers.
- Follows all policies, procedures, and standards of the CRD.
- Performs other related duties as required.

Knowledge, Skills and Abilities

To be successful at the CRD, candidates should have a shared understanding of our [Cultural Traits](#) and [Statement of Reconciliation](#) with Indigenous peoples.