



Making a difference...together

Employment Opportunity

Out-of-School Care Assistant (up to 3 positions)

Parks & Environmental Services – Panorama Recreation

Competition	18/116
Status	Auxiliary
Hours of Work	Monday – Friday (2:15 – 5:30pm or 2:45 – 5:45pm; minor changes on early dismissal days). Hours of work may vary based on operational needs.
Rate of Pay	\$15.85 per hour plus 14% in lieu of benefits (2016 rates)
Review of applications begins	This competition will remain open until the successful candidate is found
Notes	Term: September 2018 to April 2019 with training in late-August.

Summary

Under the direct supervision of the Recreation Program Coordinator and the Out of School Care Leader, the Out of School Care Assistant is responsible for assisting with the implementation and delivery of Panorama’s 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.
- Assist with the pick-up and transportation of youth to the centre.
- Assist with the delivery of safe, healthy and enjoyable care for children ages 5-10.
- Assist with daily program planning and provide leadership to promote a fun, positive environment.
- Ensure toys and equipment are safe and sanitary.
- Lead and plan activities such as arts & crafts, sports, cooperative games, and dynamic play.
- Follows all policies, procedures and standards of the CRD.
- Adhere to the licensing requirements set forth by the Ministry of Children and Family Development
- Performs other related duties as required.

Qualifications

- Completion of Grade 12 or equivalent.
- Must be at least 19 years of age
- Preference given to those who hold a valid Class 4 BC Driver’s License (or be willing to obtain prior to start of the position).
- Current Emergency First Aid certificate with CPR level C (or higher).
- Experience leading children or youth programs.
- A statement signed by a medical practitioner indicating that the person is physically and psychologically capable of working with children is required.



Applications

To apply for this exciting opportunity, please submit your resume and covering letter online at www.crd.bc.ca under “Careers”.

The CRD wishes to thank you for your interest and advises that only those candidates under active consideration will be contacted.

