

Internal/External Job Posting

POSITION:	Afterschool Care Team Leader
SALARY:	\$27.77 per hour = \$24.36 per hour plus 14% in lieu of benefits (2022 rates)
CLASSIFICATION:	JB07 – Program Instructor V
HOURS OF WORK:	Monday to Friday, 1:30 to 6:00PM from the end of August to the end of June each school year. Some flexibility in start and end times. Shifts will also include full-day pro d days, winter break camp, and spring break camp. *Hours and days may vary according to school schedules and program registration*
STATUS:	Auxiliary
CLOSING DATE:	October 3 rd , 2022, at 12:00PM
COMPETITION #:	22-78

SUMMARY: Are you looking for an excellent paying, part time job, with loads of enrichment and satisfaction working with children providing an amazing afterschool care program in the Westshore? West Shore Parks & Recreation Society (WSPRS) is seeking multiple afterschool care team leaders to ensure that planning, supervising, and the evaluation of our afterschool care program is consistent in meeting our high standards.

Responsibilities include: assisting with staffing needs, organizing equipment and supplies, driving a 24-passenger bus, program planning, facility scheduling, and ensuring that licensing standards are met, all while being in-ratio within the program, and actively participating and engaging with kids. The afterschool care team leaders have access to our 109-acre property, including a pool, ice rink, indoor and outdoor sports court, playing fields, and a walking trail to provide an exciting and diverse program.

In addition to excellent wages, we offer an additional 14% in pay, per hour, in lieu of benefits; access to counseling services; a staff membership pass to drop into the weightroom, fitness classes, skating, and the pool; as well as the ability to play on our 9-hole golf course; and work with an amazingly supportive leadership team.

JOB DUTIES & ACCOUNTABILITIES

- Ensure licensing standards are consistently being met, and if there are challenges, either problem solving or bringing the appropriate issue to their supervisor or program assistant's attention.
- This position is responsible for: participating as a leader in the program; planning, implementing, and evaluating working with a small team while ensuring a variety of activities, including art, imagination play, and physical literacy, are occurring.
- Responsible for pre-tripping and driving a 24-passenger bus to pick up kids in the Westshore after school each day and bringing them back on-site to the JDF recreation centre.
- Assist in supply requisition and distribution.
- Assist with the design of program goals and objectives to ensure overall quality of programs.

- Assist with administrative tasks such as ensuring all documentation is complete and present, completing health and safety checks, and design and submission of monthly calendars.
- Communicate with parents, staff, children, and supervisor.
- Ensure that afterschool care leaders are adhering to WSPRS (and where applicable, licensing) policies and procedures.
- Must enjoy working in an indoor and outdoor environment.
- Other duties as requested.

QUALIFICATIONS

- At least one year of post-secondary education in a related field such as: Recreation and Leisure, Physical Education, or Education, or Child and Youth Care; or equivalent in experience, with direct experience working with youth in a public recreation setting.
- CLASS 4* drivers' licence - don't have one? Don't worry, we will assist you in achieving it.
- Current Emergency First Aid and CPR C.
- Supervisory and/or leadership experience required.
- Additional 500 hours of previous experience as an afterschool care leader, or similar role, with experience and knowledge in program planning.
- Ability to adapt to new and changing programs and people.
- Ability to identify problems, initiate problem-solving, and seek solutions.
- Ability to follow established safety standards, and requirements.
- Ability to work independently, and in a team environment.
- Imaginative and flexible personality required to ensure a fun environment for participants.
- Excellent communication, customer service, organizational, and interpersonal skills.
- Knowledge and experience in programming and running physical literacy games and activities.
- Knowledge of Intelligenz (or other registration systems) and excel spreadsheets is an asset.

A clear and current criminal record check is a condition of employment, and is the financial responsibility of the successful candidate.

APPLICATIONS

Resumes and cover letters quoting competition **22-78** to be received prior to **October 3rd, 2022**, at 12:00PM, **Attention:** Human Resources, West Shore Parks & Recreation Society, 1767 Island Highway, Victoria BC V9B 1J1, Fax: (250) 478-8363; email: jobs@wspr.ca

This is a union position. Only those candidates under consideration will be contacted.

Posted: September 16th, 2022.