



FAIRFIELD GONZALES
COMMUNITY ASSOCIATION
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Closing Date: March 20th @ 4pm

INTERNAL ONLY

Positions available: Out of School Care Program Lead (1)

Rate of Pay: \$17.00 per hour (\$16.50/hour during probationary period: 3 months)

Start date: April 3, 2017

End date: June 27, 2017

Hours of Work: September-June, 17.5 / week (morning care work can be added to this position)

Monday-Friday: 2:30pm – 6pm

JOB DESCRIPTION

In addition to the standard duties and responsibilities carried out by all FGCA OSC Staff, the Program Lead will provide support to the MJOSC Manager and program staff in several key areas:

- Working collaboratively with their coworkers as directed by the OSC Manager to ensure that the needs of the program are met and adequate support is provided
- Filling in various positions within the OSC team as needed
- Working on initiatives as directed by the MJOSC Manager and as recommended by OSC staff – once the daily needs of the program are fulfilled

In addition to standard OSC staff duties the following is required:

POLICY AND PROCEDURE:

- Understand and ensure adherence to all child care licensing regulations and FGCA policies, guidelines and procedures
- Understand and implement safety procedures i.e. missing child protocol, unauthorized pick up, etc.
- Become familiar with and strictly adhere to all policies in the staff and parent handbook.

CHILDREN:

- With the support of the manager, coordinate and plan the delivery of age appropriate programs and activities for children up to 12 years of age
- Provide all required care and support to program participants including, but not limited to; guidance, behaviour management, provision of first aid, and appropriate risk management

- Document and report all incidents suspected or confirmed of child abuse or neglect to the program supervisor and appropriate agencies

PARENTS

- Liaise correct information between the manager other team members and parents at managers discretion
- Inform parents/guardians of any relevant or significant challenges regarding their child (i.e., behavioural, emotional, physical)
- Be available for parent conferences or meetings when needed or requested
- Remind parents of changing hours, special events, etc.
- Understand registration procedures

STAFF

- Provide assistance to staff, practicum students, volunteers, and users in the delivery and implementation of Out-Of-School Care programs as necessary
- Attend and participate in all staff meetings and training sessions
- You will act as a liaison between front line staff and the MJOSC Manager with regards to OSC programming
 - Communication with staff is not based on conflict resolution and all human resource matters will be handled by the MJOSC manager.
- Communicate with coworkers to ensure that licensing requirements are maintained (attendance, ratio, log book, safety etc.)
- You will act as a lead support for program implementation
- In the absence of the MJOSC Manager, you will be responsible for parent communication and duties as assigned by the manager.

REQUIRED SKILLS AND EXPERIENCE

- Must meet and maintain the minimum hiring requirements for all FGCA OSC staff in order to qualify as a 'responsible adult' according to licensing regulations.
- Minimum two years experience working with children ages 5-12.
- Previous experience leading, supervising or facilitating adults an asset.
- Ability and willingness to work in a teaching and team work environment.
- Proven ability to communicate skillfully and sensitively with children, parents, co-workers and community professionals.
- Self-directed and confident when delivering quality school aged programs.
- Ability to understand and apply current recreation, child development, and child care philosophy.

*Interested individuals are asked to submit a cover letter and resume either in person or via e-mail to Breeze Grant (camps@farfieldcommunity.ca) by **March 20th at 4pm.***

Interviews will be conducted during Spring Break (March 22 – 31). We thank all applicants; however, only those shortlisted will be contacted for an interview.