



FAIRFIELD GONZALES
COMMUNITY ASSOCIATION
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JOB POSTING:
Out of School Care Manager
(Fairfield location)

Posting date: 24 July 2017

Application deadline: 4 August, 2017

Start Date: Week of August 21st, 2017. This is a 10 month, 35 hour/week position (may include some weekend and evening work responsibilities).

End date: June 29th, 2018 with the potential for recall for the 2018/2019 School Year. Full-time work is available throughout the summer, if desired.

Salary Range: \$20.25-\$21.00/hour

Vacation and Benefits: two weeks paid vacation, extended health benefits and monthly travel stipend

Responsible/Reports to: Child Care Coordinator (Evan Pepper)

Overall Position Objectives

The Manager's role is to successfully oversee the routine operations of the Fairfield Out-Of-School Care program. This program consists of up to 85 children and is responsible for the oversight of up to 15 staff. The Manager is expected to plan and deliver high quality, client and child centered OSC services and act in accordance with the FGCA policies and procedures as well as within the requirements of all governing agencies.

Specific Job Duties and Responsibilities

ADMIN

- Managing the requirements of Licensing
- Work collaboratively with the Child Care Coordinator
- Participate in ongoing Health and Safety meetings
- Coordinate the enrollment and participation of families in program
- Support, coach and mentor OSC staff
- Manage program budget

CHILDREN

- Provide a high standard of care to children in the program, with particular attention to physical safety and emotional well-being
- Provide all required care and support to program participants including, but not limited to; provision of first aid, behaviour management, and appropriate risk management

PARENTS

- Liaise between supervisors, other team members and parents
- Inform parents/guardians of any relevant or significant challenges regarding their child (i.e.,

behavioural, emotional, physical)

- Be familiar with all policies as stated in Parent Handbook and Staff Handbook
- Display and promote a positive family centered attitude and a helpful approach at all times

STAFF & PERSONNEL

- Mentor and coach all OSC staff (up to 15); Team Leaders, Program Leads and Support Leaders
- Interview, hire, orient, schedule, coach, enforce policy and supervise staff
- In collaboration with the Child Care Coordinator, ensure all staff are aware of their working schedules including additional shifts and special events
- Provide assistance to staff, practicum students, volunteers, and users in the delivery and implementation of OSC programs as necessary
- Attend all staff meetings and training sessions
- Communicate with supervisors and other staff to promote an open collaborative environment
- Report issues of concern to supervisors
- Communicate with staff to ensure that licensing requirements are maintained

Qualifications (Education / Skills/ Abilities)

- Must be an adaptive team player who is comfortable working in a fluid and interruptible work environment
- Post secondary education in Child and Youth Care, Education, Recreation and Leisure or other related field
- Minimum 2 years experiences in a supervisory role an asset
- Previous experience working with children in a licensed child care or recreation based setting
- Ability to understand and apply current recreation, child development, and child care philosophy
- Self-directed and confident when delivering quality school aged programs
- Excellent inter-personal and customer service skills
- Solid record management skills
- Solid computer skills including experience with server based network and MS Office
- Strong written and oral communication skills
- Must hold, or intend to complete, Standard First Aid and CPR (C) Certification
- Must be willing to undergo a Criminal Record Check
- A sense of humour is a must 😊

Interested individuals are requested to forward their resume and cover letter to Kristina Wilcox via e-mail (kwilcox@fairfieldcommunity.ca) or in person at Fairfield Community Place (1330 Fairfield Road) during our administrative hours.

Application deadline is Friday 4 August 2017 at 4pm

We thank all applicants; however, only those shortlisted will be contacted for an interview.