



FAIRFIELD GONZALES
COMMUNITY ASSOCIATION
the place to connect

Closing Date: March 20th @ 4pm

Positions available: Out of School Care Manager (1)

Rate of Pay: \$19.75 per hour (\$19/hour during probationary period: 3 months)

Start date: As early as March 27th 2017

End date: August 7th 2017 (recall for September 2017 will be dependent on completion of a successful probationary period)

Hours of Work: September-June, 35 – 37.5 / week (full-time summer work available, if desired)

Monday-Friday: 7am – 6pm, as needed (some evening and weekend work may be required)

JOB DESCRIPTION

Manager acts as a liaison and support staff for the School Aged Care Manager (SACM) within the out-of-school care facility. The Manager plans, coordinates, and delivers high quality, child centered childcare services. The Manager acts in accordance with the FGCA policies and procedures as well as within the requirements of all governing agencies.

RESPONSIBILITIES

ADMINISTRATION

- Managing the requirements of Licensing.
- Working collaboratively with the SACM.
- Participate and contribute in ongoing Health and Safety meetings.
- Coordinating the enrollment and participation of families in program
- Supporting OSC staff
- Program Management
- Managing program budget and fee payments

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).
- 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

- Mentor and coach all OSC staff (up to 15 staff); Team Leaders, Program Assistant, Program Leads and Support Leaders.
- Interview, hire, orient, schedule, coach, enforce policy and supervise staff.
- In collaboration with the SACM, 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.

REQUIRED SKILLS AND EXPERIENCE

- A bachelor degree in Child and Youth Care, Social Work, Early Childhood Education, Recreation and Leisure, Psychology, and or other related areas, preferred.
- Have completed a course, or combination of courses in child development, guidance, health and safety or nutrition.
- 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.
- Previous experience working with children in a licensed child care or recreation based setting.
- Ability to maintain accurate records.
- Strong written and oral communication skills.
- Standard First Aid and CPR (C).
- Must be able to obtain a clear Criminal Record Check.
- Record of immunization.
- Driver's license and access to a vehicle is an asset. This position requires travel to offsite locations and the ability to travel for the purpose of purchasing and transporting program supplies and food.

*Interested individuals are asked to submit a cover letter and resume either in person or via e-mail to Kristina Wilcox (kwilcox@fairfieldcommunity.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.