



FAIRFIELD GONZALES
COMMUNITY ASSOCIATION
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JOB POSTING:
Out of School Care (OSC)
Substitute Team Leader

Posting date: January 2019

The Fairfield Gonzales Community Association's mission statement is *"To create a connected, collaborative, inclusive, and sustainable community"*. The FGCA is a non-profit society that provides various services to over 20,000 users annually. As an organization we work collaboratively to create a positive space from a basis of supporting families and community. Specifically, our Child Care Programs are based on the strong philosophy that each child is a capable and unique individual. Our programs are child led, nature and explorations based and offer a unique environment for children to learn and grow at their own pace.

Hours of Work: 0--28 hours/week. There are no guaranteed hours as a Substitute OSC Leader, however we have a large staff and on-call leaders are in high demand. Shifts are scheduled 7:15am – 9:00am and/or 2:30pm-6:00pm from Monday to Friday

Wage: \$17.00/hour

End date: June 27, 2019

Responsible/Reports to: The Onsite Manager

Work setting: Fairfield Gonzales Community Association OSC sites: Margaret Jenkins OSC at 1824 Fairfield Rd., **OR** Fairfield OSC at 1330 Fairfield Rd.

JOB DESCRIPTION

The successful candidate will provide support to the OSC program in the following ways:

- Develop and maintain a positive learning environment which provides children with opportunities for success
- Self-directed when implementing individual and/or group activities
- With the Manager's approval, organize and facilitate monthly programming and team meetings
- Ensure all licensing regulations are understood, practiced and are adhered to
- Maintain the aesthetic appearance of the physical spaces in a child centered and responsible manner
- Attend team meetings, staff meetings and training sessions
- Communicate with the Manager and co-workers to promote an open, collaborative environment

REQUIREMENTS AND QUALIFICATIONS

- A sense of humour a must 😊
- Self-directed and confident with 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
- Strong written and oral communication skills
- Standard First Aid and CPR (C) and Criminal Record Check
- Have completed a course, or combination of courses, of at least 20 hours duration in child development, guidance, health and safety or nutrition
- Minimum 19 years of age

Interested individuals are requested to forward their resume and cover letter to:
Evan Pepper, Childcare Coordinator, via e-mail: (childcare@fairfieldcommunity.ca) OR
in person at Fairfield Community Place (**1330 Fairfield Road**) during our administrative hours.

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