



FAIRFIELD GONZALES
COMMUNITY ASSOCIATION
the place to connect

MISSION: To create a connected, collaborative, inclusive and sustainable community.

JOB POSTING: Out of School Care (OSC) Program Leader

Posting date: July 31, 2020

Application deadline: August 14, 2020

The FGCA is a non-profit charitable society governed by a Board of Directors. We are a multi-faceted community organization that runs licensed programs (preschool, out-of-school care and daycare) and community programs and services for individuals of all ages and stages.

Job Title: Out of School Care Program Leader

Position Type: Part Time

Start Date: September 2020

End date: June 2021, with potential for recall for the 2021/2022 school year. Possibility for Full-time work thought out the summer

Hours of work: Shifts range between 7:30am-9:30am & 2:30pm-6:00pm, Monday -Friday

Salary Range: \$18 - \$19/ hour

Reports to: Out of School Care Manager

Specific Job Duties and Responsibilities

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 Manager and staff to promote an open, collaborative environment

Qualifications (Education / Skills/ Abilities)

- 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

The FGCA is committed to the values of diversity and inclusion in our workplace. We actively encourage applications from people who are experiencing barriers to equity. Those who anticipate needing accommodations for any part of the application and hiring process may contact Pippa Davis, Office Manager at office@fairfieldcommunity.ca or 250-382-4604. Any personal information provided will be maintained in confidence.

Interested individual are requested to forward their resume and cover letter to Evan Pepper via email or in person at Fairfield Community place during our administrative hours. We thank all applicants; however, only those shortlisted will be contacted for an interview.