



FAIRFIELD GONZALES
COMMUNITY ASSOCIATION
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JOB DESCRIPTION

Position Title: Team Leader
Classification: Out-Of-School Care

ORGANIZATIONAL STRUCTURE AND REPORTING RELATIONSHIP:

Reporting directly to the Out-Of-School Care Manager, this position is accountable to the Child Care Coordinator, Co-Executive Directors and the Board of the Fairfield Gonzales Community Association concerning the program's successful operation.

HOURS OF WORK:

A Team Leader works approximately 20 hours a week but hours can fluctuate between 0-40 hours/week. This will include meetings, programming and organization as well as other tasks. Shifts will be scheduled in accordance with program registration and availability.

GENERAL RESPONSIBILITIES FOR ALL FGCA STAFF:

1. Encourage involvement from our families in Fairfield Gonzales Community Association activities
2. Maintain a general knowledge of Fairfield Gonzales Community Association's services
3. Adhere to FGCA policies and procedures
4. Attend staff meetings and other community meetings when necessary
5. Contribute to a positive and team-based work culture

TEAM LEADER JOB SUMMARY

The Team Leader works collaboratively with other Team Leaders and Support Leader(s) to plan, coordinate, and deliver high quality, child-centered services within the Out of School Care. They build positive relationships with all guardians, children and staff. Team Leaders are accountable to the success of their assigned room.

AREAS OF RESPONSIBILITY

Daily

- Communication with the Manager:
 - Ensure the logbook is updated and all incidents are communicated to the on-site Manager
 - Accountable for ensuring all policies and procedures are being met and any concerns are communicated to the on-site Manager
 - Schedule and communicate monthly team meetings with the on-site Manager in advance
 - Ensure any necessary repairs are reported to the on-site Manager in a timely fashion

- Is a conduit of information between the on-site Manager and families
- Responsible for ensuring the group has the cell phone, first aid kit, and all emergency information at all times
- Is accountable for ensuring that all licensing requirements are maintained (ratio, attendances, etc.)
- Demonstrate leadership qualities and the ability to lead/manage a group independently

Children:

- Plan and deliver child centered and age appropriate programming for children up to 12 years of age
- Provide a high standard of care for children's physical safety and emotional wellbeing
- Promote children's self esteem and confidence
- Provide age appropriate guidance, language, and direction
- Actively engage in play and activities

Policy and Procedure:

- Adhere to all VIHA licensing regulations, MCFD practices, and FGCA policies, procedures and code of conduct
- Implement expected safety procedures (missing child protocol, unauthorized pick up, etc.)
- Understand and adhere to the staff and parent handbook
- Read and update log books
- Carry the cell phone, first aid kit, and all emergency information at all times

Guardians

- Exemplify a positive, approachable, and family centered attitude at all times
- Communicate to guardians all meaningful aspects of their child's day (health, emotional, behavioural)
- Be available for parent conferences or meetings when needed
- Remind guardians of any changes to program (special events, changing hours, etc.)

Leaders

- Help to establish a positive and collaborative team environment
- Attend all staff meetings and training sessions
- Communicate with coworkers to ensure that licensing requirements are maintained (attendance, ratio, etc.)
- Actively participate in a proactive approach to conflict resolution
- Coordinate monthly team meetings
- Actively participate in professional development opportunities

Facility

- Work to create and maintain a safe, welcoming and family centered environment
- Sweep, clean, and sanitize after snack, activities, and at the end of the shift (BSC and ASC)
- Prepare food in a safe and clean environment
- Participate in daily cleaning as well as removal or correction of potential hazards
- Maintain first aid kits
- Organize and maintain program space to FGCA standards

Requirements and Qualifications

- Ability to understand and apply current recreation, child development, and FGCA child care philosophies
- Self-directed and confident when delivering quality school aged programs
- Excellent interpersonal and customer service skills
- Previous experience working with children
- Strong communication skills
- Standard First Aid and CPR (C)



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- Criminal Record Check
- Record of immunization
- 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



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