



FAIRFIELD GONZALES

COMMUNITY ASSOCIATION

the place to connect

JOB DESCRIPTION

Position Title: OSC Leader

Hours of work: Up to 40hrs/week

Employment type: Seasonal

Reports to: On-site OSC Manager

ABOUT FAIRFIELD GONZALES COMMUNITY ASSOCIATION:

The Fairfield Gonzales Community Association (FGCA) is a non-profit charity whose mission is to create a connected, collaborative, inclusive and sustainable community by providing various services. We serve over 25,000 users annually through recreation classes, community events, childcare, food access, parent and tot programs, and much more – right in the heart of the Fairfield-Gonzales neighbourhood.

HOURS OF WORK:

A Team Leader can work up to 40 hours within the out-of-school care program and all-day camp days. OSC runs 7:30-9am & 2:30-5:45pm, all-day camp runs during school closures between 8am & 5pm. Time also includes meetings, program planning programming as well as other tasks. Shifts will be scheduled in accordance with program registration and availability.

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 on-site Manager:
 - Ensure the logbook is updated and all incidents are communicated.
 - Accountable for ensuring all policies and procedures are being met and any concerns are communicated.
 - Schedule and communicate monthly team meetings in advance.
 - Ensure any necessary repairs are reported in a timely fashion.
 - Act as a conduit of information between the Manager and families.
- Responsible for ensuring the group has the cell phone, first aid kit, and all emergency information at all times.
- Accountable for ensuring that all licensing requirements are maintained (ratio, attendance, etc.).
- Demonstrate leadership qualities and the ability to lead/manage a group independently.



1330 FAIRFIELD RD. VICTORIA, BC V8S 5J1

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Children

- Actively participate in play and activities with children.
- Use positive reinforcement to encourage appropriate behaviours.
- 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 well-being.
- Ensure proper supervision and maintain ratios. Account for all children at all times.
- Provide age-appropriate guidance, language, and direction.
- Maintain constant awareness of group dynamics and individual needs.

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 logbooks.
- Carry the cell phone, first aid kit, and all emergency information at all times.
- Follow health and safety procedures (e.g., first aid, hygiene, allergy protocols).
- Address safety concerns promptly and report incidents accurately.

Child 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 the 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.

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Requirements and Qualifications

- 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 at the time of employment
- Ability to understand and ability to apply current recreation, child development, and FGCA childcare philosophies
- Capable of working independently with minimal supervision



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- Strong interpersonal and customer service skills, with the ability to build rapport with children, families, and colleagues.
- Self-directed and confident when delivering quality school aged programs
- Proven experience working with children, ideally in a group or recreational setting
- Ability to convey pertinent information to parents regarding the program and/or their child(ren)
- Current Standard First Aid and CPR Level C Certification
- Willing to complete a Vulnerable Sector Criminal Record Check as a condition of employment
- Able to provide a record of immunization

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