



FAIRFIELD GONZALES
COMMUNITY ASSOCIATION
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Position: Margaret Jenkins (MJ) OSC Assistant Manager

Program Hours: Monday to Friday, between 7:15 a.m. and 5:45 p.m.; occasional evening and weekend work required.

Wage Classification:

- ECE Wage Enhancement for certified individuals will be applied to all eligible hours
- Based on experience and education

Benefits: Eligible

- Comprehensive shared-cost health and dental benefits
- Optional 3% matching RRSP
- Paid Professional Development

Reports To:

- Directly to the Margaret Jenkins OSC Manager
- Also responsible to the Senior Manager – School for planning and delivery of Pro D days and Spring Break Camp

Work Schedule:

- Monday to Friday, 35 hours per week
- Hours are split between Before school care and After school care programs
- The exact distribution will be determined in cooperation with the MJ OSC Manager.
- Seasonal from end of Aug to end of June

Job Summary/Objective:

The MJ OSC Assistant manager supports the successful operation for the MJ OSC program by working alongside the program manager. The assistant manager acts on behalf of the manager in their absence.

The assistant manager is also responsible for planning, organizing and overseeing the Pro D Day camps and Spring Break Camp.

This role requires travel between centres as well as supply pick-ups.

Adaptability and flexibility are essential, as the Assistant Manager plays a key role in maintaining quality care and smooth operations across all Fairfield childcare programs.

This role supports and upholds the FGCA's program philosophy and child-centered approach and operates in alignment with all organizational policies and regulatory requirements. Key responsibilities include:

- Collaborating with all staff to enhance program delivery
- Following the expectations and guidance of program managers

- Fostering an inclusive, open-minded, and family-centered atmosphere
- Participating in FGCA events and activities, and promoting the association's mission
- Engaging in ongoing professional development within and beyond FGCA

Duties and Responsibilities

Administration:

- Monitor and maintain program supplies
- Plan, program, and oversee Pro-D Camp and Spring Break Camp
- Assume all managerial duties in the absence of the MJ OSC manager
- Correctly manage profiles in Database
- Build positive relations with school staff, PAC and community members
- Provide support to the MJ OSC manager with administrative tasks as needed
- Promote the mission and values of the FGCA

Children

- Work in ratio when necessary
- With the support of the OSC staff coordinate and plan the delivery of age-appropriate program activities for children 5 to 12 years old
- Provide a high standard of care to children in the program, with particular attention to physical safety and emotional well-being
- Provide a balance of active/quiet, indoor/outdoor and individual/group activities
- Promote children's self-esteem and confidence building through explorative play
- Provide all required care and support to program participants including, but not limited to; provision of first aid, behaviour management, and appropriate risk management
- Document and report all incidents suspected or confirmed of child abuse or neglect to the program supervisor
- Prepare necessary food for children in program
- Support Leaders and children when called upon if behavioral challenges arise
- Monitor child development and behavior, maintaining accurate records, and reporting safety and welfare concerns appropriately

Parents

- Liaise correct information between the coordinator, manager, other team members and parents
- Communicate daily highlights and significant observations
- Engage with parents during drop-off and pick-up times
- Be available for parent conferences or meetings when needed or requested
- Inform families of any behavioral, emotional, or physical challenges relating to their child
- Firm understanding of registration procedures as stated by the Senior Manager – School Age
- Become familiar with all policies as stated in Staff and Parent Handbooks and as governed by licensing regulations

- Always display and promote a positive family centered attitude and a helpful approach
- Offer appropriate resources and support to families

Personnel/Communication

- Attend all staff meetings, training sessions and parent meetings and take minutes as needed
- Ensure all licensing facility regulations and FGCA policies are met at all times
- Understand and implement protocols i.e. missing child protocol, unauthorized pick up etc.
- Ensure all staff are aware of their work schedules – including pro D days and spring break camp
- Aid staff in the delivery and implementation of OSC programs as necessary
- Communicate immediately with co-workers to ensure licensing requirements are consistently met (e.g. attendance, ratio, safety)
- Actively participate in conflict resolution and team discussions
- Communicate with all staff to promote an open collaborative environment
- Report issues of concern to supervisor immediately
- Uphold ethical standards, maintain confidentiality, and navigate challenges with maturity and solution-focused thinking

Finances:

- Adhere to a strict budget while planning for Pro-D and Spring Break Camps
- Correctly reconcile budgets for Spring Break Camp and Pro-D Day Camps

Facility

- Work to create and maintain an organized, healthy, safe, clean, and family centered environment
- Participate in daily and quarterly cleaning and upkeep of program areas
- Report any necessary repairs and replacements
- Maintain first aid kits to licensing standards
- Open and close facility according to opening and closing procedures as required
- Organize program space, equipment and materials before and after activities
- Adhere to the FGCA computer policy

Working Conditions

- Ability to perform physically demanding tasks (lifting, outdoor care, moving furniture, cleaning)
- Ability to maintain patience and emotional stability in a fast-paced environment
- Open workspace, noisy public access point
- Regular interruptions by co-workers, children and parents

Qualifications

- Have completed a course, or combination of courses of at least 20 hours duration in child development, guidance, health and safety or nutrition
- Ability to understand and apply current recreation, child development and childcare philosophy
- Experience and knowledge dealing with children exhibiting challenging behavior associated with anxiety, attention deficit hyperactivity disorder and autism spectrum disorder
- 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 childcare or recreation based setting
- Previous experience planning and overseeing camp days
- Previous experience leading a childcare program, ideally a licensed program
- Must hold relevant work experience with elementary school aged children
- Ability to collaborate with fellow colleagues and take direction as needed to support the various programs
- Maintain accurate records
- Strong written and oral communication skills
- Strong computer skills
- Standard First Aid and CPR (C)
- Criminal Record Check
- Minimum 19 years of age

Revised: November 2025