

JOB DESCRIPTION – QUADRA KIDS PROGRAM

Title: Out of School Care Program Support - Quadra Children's Centre

Reports to: Quadra Kids Supervisor and Managing Director

Job Summary:

The Out of School Care Program Support worker collaborates closely with all other members of the program team to provide quality out of school care to school age children in a group setting, under the supervision of the Centre Director; in accordance with the goals and curriculum plans of the Centre and the philosophy and policies of the Centre and in compliance with the Child Care Licensing Regulation.

Principle Duties & Responsibilities:

- Responsible for the constant supervision, safety and well-being of the children
- Recognizes and responds to the needs of each child by using developmentally appropriate teaching and child behaviour guidance techniques
- Active participant in programming with the children
- Works with support workers, other staff members and others to ensure the successful inclusion of all children
- Works with Supervisor to ensure that all out of school care programs receive support, supervision and all licencing requirements are met
- Attends a monthly staff meeting to address any concerns, issues, and successes
- Prepares and implements stimulating, age-appropriate activities that encourage children's creativity and learning and promote each child's social, emotional, cognitive and physical development.
- Participates fully and consistently as a conscientious team member in caring for the children and in the overall operation of the program and centre; maintains regular and open communication with program team members and all other co-workers
- Establishes and maintains regular communication with parents
- Must know and implement: Centre routines, practices and policies; Child Care Licensing Regulation
- Must recognize, document and take appropriate action in case of suspected abuse, illness or accident
- Maintain confidentiality regarding all information related to the children, families and personnel and fulfill obligations to respect protection of privacy
- Shares responsibility for maintaining program equipment in good repair

- Shares responsibility for maintaining the play environments and storage areas in an organized and clutter-free condition; assists with housekeeping duties
- Performs fire drills and ensures all emergency materials are kept in well stock and up to date
- Participates in ongoing professional development and attends/maintains all mandatory training
- Completes and submits all required documentation or paperwork on time
- Assists the Supervisor in maintaining a safe and healthy work environment by promptly reporting any existing and/or potential workplace hazards
- Performs other duties as may be assigned from time to time by the Director or her/his designate

Qualifications:

Preferred: ECE or ECEA

Minimum: Responsible Adult certificate, Valid Childcare First Aid, Negative criminal records check.

Hours of Work: Monday thru Friday 2:00 to 6:00 pm, except for full time for School Holidays, summer break and Pro-D days

Wage Range: \$19.00 to \$23.00/hr dependent on qualifications and experience.