



# View Royal Out of School Care

## Child Care Leader / Support Worker Job Description and Qualifications 2019 2020 School Year

**Available Shifts:** Monday through Friday; Before School Care 7:00-9:00am  
After School Care 2:30-5:45pm.

\*\*\*Flexible with availability and student schedules

**Rate of Pay:** \$17.00 to \$19.00 per hour

### Job Duties:

- Work with children in a licensed, ratio-based before and/or after school care setting, Professional days, Spring and Winter Camp days.
- Responsible for the supervision of children, and run scheduled programs (games, activities, etc.)
- Contribute ideas to activities and assist with craft and snack preparation
- Maintain daily attendance records and communication logs
- Effectively communicate with children, parents, fellow staff members.
- Ability to work well both as part of a team and with minimal supervision.
- Attend staff meetings and workshops as required.
- Adheres by the Society's policies described in the Staff Handbook, and by Licensing regulations
- Maintain confidentiality regarding the staff and families in our care.
- Reports directly to our Management team.
- Other job related duties as specified in the Staff Handbook

### Qualifications:

- Previous child care experience in a licensed child care and/or recreation based setting is an asset
- Experience with special needs is required (Support Worker position only)
- Minimum 20 hours of courses in child development, guidance, health and safety, or nutrition; supporting documents required OR willingness to take an online Responsible Adult course
- Criminal Record Check – must be in good standing.
- Current Standard First Aid and CPR (C), copy of First Aid Certification required.
- Must be 19 years or older, as per licensing requirements
- Class 4 Driver's License an asset
- Positive attitude, a smile and a sense of humor!

### Working Conditions

Each successful candidate must be able to:

- Lift a child
- Play games and activities with the children, which can include running, bending, walking, hiking, etc.
- Will be required to do some janitorial duties