



# SOUTH VANCOUVER NEIGHBOURHOOD HOUSE

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Welcome Bienvenue Chào mừng Quý Vị ਜਮਾਇਆ ਨੂ Bienvenidos 환영합니다

## Out of School Care Staff Job Posting

South Vancouver Neighbourhood House is seeking an Out of School Care (OSC) Staff to join the OSC team. The OSC Staff will work with children ages 5-12, providing them with a safe, enriching program before and after school. As well, be responsible for planning and implementing activities, transporting the children to and from school, and preparing healthy snacks. Program activities will provide a welcoming and diverse environment for children to learn and develop healthy relationships and essential skills.

### Qualifications

- Minimum 1 year relevant child care experience and/or education
- 20 hours of Responsible Adult Training or equivalent as per licensing requirement
- Clear criminal record check and current First Aid and Food Safe training
- Ability to work in a multi-cultural setting and as part of a team

### Duties and Responsibilities

- Assist in the delivery of a licensed Out of School Care program
- Adhering to and ensuring policies and procedures that are outlined in the parent manual and SVNH manual
- Actively engaged in individual, group and indoor and outdoor activities with children
- Provide guidance and support to casual staff, volunteers and students
- Maintain a clean, safe and healthy environment
- Maintains confidentiality, keeps records and reports issues or concerns to the Supervisor and Coordinator
- Maintain open communication with other staff, especially concerns about the program, children or families
- Maintain good communication with parents and caregivers
- Assist with supervision and guidance of children
- Work collaboratively with the staff team to program plan and evaluate and implement the program
- Plan and prepare healthy snacks
- Participates in ongoing professional development that is relevant to working with school age children; in house OSC training and workshops and others that held outside of SVNH
- Maintain first aid, food safe and any other certificates

**Employment Terms:** Part time during the school year

Monday - Friday, 2:30 - 6:00pm, 17.5 hours per week

Additional hours during school closures

**Start Date:** ASAP

**Salary:** \$15.90 plus vacation pay, benefits plan and funding toward professional development

**Please submit your cover letter and resume to Jeanette Wong, ECD and Childcare Director at [jeanette@southvan.org](mailto:jeanette@southvan.org) by December 22, 2017**

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