

# After School Care Attendant

November 2024 – June 2025

Posting #PRC2024-86

Do you love working with children and are over the age of 19? Then we have the perfect fit for you! Oak Bay Parks, Recreation and Culture are seeking Program Attendants to join the Licensed Care team. This program is for children in Kindergarten to grade 5. Under the direction of the Team Leader and Licensed Care Programmer, Attendants will assist in the planning and implementation of a creative and stimulating program. Our Auxiliary staff enjoy a free Staff Pass when they work one shift per week, flexibility in hours to accommodate different lifestyles, a culture that cares about work-life balance, and 14% pay on top of their hourly wage in lieu of benefits. We foster a learning environment and provide you with on-the-job training.

## RESPONSIBILITIES

- Works cooperatively with the Team Leader(s) and fellow Attendants to ensure that program goals are met.
- Ensures program areas and supplies are kept neat and tidy.
- Helps plan and implement daily activities.
- Follows policies and procedures for licensed care programs.
- Liaises with children and parents/guardians.
- Leads children in planned activities which may include sports, games, crafts, swimming, and field trips.

## QUALIFICATIONS

- Applicants must be a minimum of 19 years of age.
- Must meet Island Health licensing requirements, including current Emergency First Aid and CPR-C certifications and 20 hours of related training or education.
- Minimum two years' experience working with school aged children in a recreational setting.
- Current Emergency First Aid or Standard First Aid with CPR-C certification.
- Provision of a current Police Information Check with Vulnerable Sector Screening (Note: This is the applicant's financial responsibility to obtain this).

<b>HOURS OF WORK</b>	<b>After School Care</b> - Monday-Friday 2:15-5:30pm (up to 25 hours per week as required) <i>Note: Hours may vary according to school drop-off times, school breaks, and enrolment.</i>
<b>LOCATION(S)</b>	Neighbourhood Learning Centre or Henderson Recreation Centre
<b>RATE</b>	\$21.55 (\$18.90 per hour plus \$2.65 per hour in lieu of benefits) – 2024 rates
<b>STATUS</b>	Auxiliary (This is a union position)
<b>BENEFITS</b>	<ul style="list-style-type: none"> <li>• 14% in lieu of benefits per hour.</li> <li>• Staff Membership to drop-in the weightroom, fitness classes, skating, and pool (applicable to employees with 1 or more set shifts per week)</li> </ul>

Please submit applications by 4:00pm, Tuesday, November 12<sup>th</sup>, 2024 to:  
Job Application Drop Box, Oak Bay Recreation Centre, 1975 Bee Street, Victoria, V8R 5E6 or

Email to: [recreationjobs@oakbay.ca](mailto:recreationjobs@oakbay.ca)

Subject line in email should read: PRC2024-86 Before & After School Care Attendant

Please note that only short-listed applicants will be contacted after the closing date of the posting