

# After School Care Team Leader

September 2024 – June 2025

3 Positions Available

Posting #PRC2024-56

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 three After School Care Team Leaders to join the Licensed Care team. Our ideal applicant is organized and dedicated to making a difference in our community. Working under the direction of the Licensed Care Programmer the After School Care Team Leader will plan, prepare, and supervise a safe, fun, 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

- Plans the daily schedule of activities and prepares monthly calendars and newsletters for parents/guardians.
- Works co-operatively with fellow Team Leaders and the Licensed Care Programmer to ensure that program goals are met.
- Ensures program areas are kept neat and tidy.
- Supervises Program Attendants on a daily basis.
- Ensures Program Attendants are prepared for each day's events with all necessary supplies and materials needed.
- Liaises with children, parents/guardians, and staff in a warm and friendly manner.
- Ensures programs are compliant with Island Health Licensing regulations.
- Completes necessary administrative work.
- Provides active support in the program as needed.
- Works in ratio depending on program needs in the after-school care program and camps.

## QUALIFICATIONS

- Applicant must be a minimum of 19 years of age.
- Current Class 4 Unrestricted BC Driver's Licence and Driver's Abstract.
- 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, including minimum 6 months in a supervisory role.
- 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>	<ul style="list-style-type: none"> <li>• <b>Position 1 – Neighbourhood Learning Centre:</b> Regular hours scheduled Monday-Friday between 12:45-5:45pm.</li> <li>• <b>Position 2 – Neighbourhood Learning Centre:</b> Regular hours scheduled Monday-Friday between 1:00-6:00pm.</li> <li>• <b>Position 3 – Henderson Recreation Centre:</b> Regular hours scheduled Monday-Friday between 12:45-5:45pm (in ratio with children 2:30-5:15pm)</li> </ul> <p><b>Note:</b> Hours may vary according to school drop-off times, school breaks, and enrolment.</p>
<b>LOCATION(S)</b>	Neighbourhood Learning Centre or Henderson Recreation Centre
<b>RATE</b>	\$27.69 (\$24.29 per hour plus \$3.40 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, Thursday, August 8, 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: PRC2024-56 After School Care Team Leader

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