



JOB OPPORTUNITIES - AUXILIARY

(These are Union positions)

POSTING #2021-42A

PROGRAM ATTENDANTS - LICENSED CARE

After School Care Program

September 2021 – June 2022

We are seeking Program Attendants for our Licensed After School Care Program for children kindergarten to grade 5. Under the direction of the Program Team Leader, Attendants will assist in the planning and implementation of a creative and stimulating program.

Responsibilities:

- Works cooperatively with co-workers to ensure that program goals are met;
- Ensures program areas and supplies are kept neat and tidy;
- Helps to plan and implement daily activities;
- Follows policies and procedures for licensed care programs;
- Liaises with children and parents;
- Responsible for leading children in planned activities which may include sports, games, crafts, swimming and field trips for school aged children.

Qualifications:

- Applicants must be a minimum of 19 years of age;
- Must meet Island Health licensing requirements, including a vulnerable sector check from the Criminal Record Review Program, current Emergency First Aid and CPR-C certifications and 20 hours of related training or education;
- Ability to work as an effective team member;
- Ability to work with a flexible schedule;
- Provision of a current Police or RCMP Criminal Record check.

Location: Neighbourhood Learning Centre and Henderson Centre

Rate: \$16.84 per hour plus \$2.36 per hour in lieu of benefits

Hours: As required up to 25 hours per week.
Program hours are Monday to Friday: 2:15-5:30 pm.
Hours may vary according to school pick up times, school breaks, and enrollment.
Please note: this program only runs when elementary school is in session

This posting will remain open until suitable applicants are found. Please submit applications to:

Job Application Drop Box, Recreation Oak Bay,
1975 Bee Street, Victoria, BC, V8R 5E6; or

Email: recreationjobs@oakbay.ca

Subject line in email should read: 2021-42A Program Attendant – After School Program

Please note only short listed applicants will be contacted