



## **JOB OPPORTUNITIES - AUXILIARY**

(These are Union positions)

**POSTING #2020-34A**

### **PROGRAM ATTENDANT/DRIVER - LICENSED CARE**

#### **Before and After School Care Program**

October 2020 – June 2021

---

We are seeking Program Attendants with Class 4 B.C. Drivers Licenses for our Licensed Before and After School Care Programs 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;
- Responsible for driving the bus on out trips.

#### **Qualifications:**

- Applicants must be a minimum of 19 years of age;
- Must meet VIHA licensing requirements, including a Solicitor General criminal record check, 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;
- Current unrestricted Class 4 B.C. Drivers License.

**Locations:** Neighbourhood Learning Centre/Henderson Recreation Centre

**Rate:** **Attendant rate:** \$16.51 per hour plus \$2.31 per hour in lieu of benefits (2020 rates)  
**Driving rate:** \$18.36 per hour plus \$2.57 per hour in lieu of benefits  
(this rate paid while driving the bus) (2020 rates)

**Hours:** As required up to 25 hours per week.  
Program hours are Monday to Friday: 7:15-9:15am and 1:45-5:30 pm.  
Hours may vary according to school pick up times, school breaks, and enrollment.

**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](mailto:recreationjobs@oakbay.ca)

Subject line in email should read: 2020-34A Program Attendant/Driver – Licensed Care

---

**Please note only short listed applicants will be contacted**