Job Description

#1000 (10th floor), 13737 96th Avenue, Surrey, BC V3V 0C6 Tel: 604-434-9101 Fax: 778-395-3327

Position Title:	**Before and After School Care Worker**
Position Status:	**Auxiliary**
Wage and Salary Range:	**(Grid Level 6) $23.73 – $27.19 per hour**
Current Location:	**Surrey – Douglas Elementary, Chantrell Creek Elementary, and/or Chimney Hill Elementary (supports across all sites)**
Employee Group:	**Included – CUPE 1936**
Reports To:	**Program Coordinator – Angie Casoria**
Anticipated Start Date:	**Immediate**

This is an Auxiliary role. Auxiliary support will take place across any Before & After School Care Program site: Douglas Elementary, Chantrell Creek Elementary and/or Chimney Hill Elementary.

Please note the sites are not transit-friendly and you must have a reliable source of transportation.

TCF is an inclusive and equal opportunity employer and welcomes applications from minority groups. This position requires maintenance of a satisfactory criminal record check and union membership.

Please send resume and cover letter attention to Angie Casoria at Angie.Casoria@childrens-foundation.org or fax 778-395-3327.

Qualified internal candidates will be considered and interviewed prior to external candidates.

Attachment – Job Description

Follow us on social media and stay up to date with future career opportunities and work we're doing within the community:

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TikTok: https://www.tiktok.com/@thechildrensfoundation

Before and After School Child Care Worker

Immediate Supervisor: Program Coordinator

Classification: Early Childhood Educator Assistant

Grid Level: 6

Job Goal:

Under the direction of the Program Coordinator, provides care for children ages 5 to 12 for before and after school, professional development days and during the Winter, Spring and Summer breaks.

Performance Responsibilities:

1. Under the direction of the Program Coordinator, provides appropriate supervision of children both within the facility and outdoors.

2. Ensures the environment is healthy & safe for children.

3. Builds and maintains respectful relationships with children.

4. Assists children with reminders of cleanliness/hygiene.

5. Appropriately redirects and guides children's behavior.

6. Documents behavior and interactions of children when necessary, and reports concerns to the Program Coordinator.

7. In consultation with the Program Coordinator, plans and implements developmentally appropriate activities.

8. Establishes and maintains open lines of communications with staff & families.

9. Daily set up & take down of facility equipment.

10. Snack preparation and cleaning duties.

Education and Experience Requirements

· Grade 12, plus completion of 20 hours Responsible Adult training or completion of one of the following courses per the ECE Registry: Health, Safety and Nutrition, Child Growth and Development, or Guiding and Caring.

· 1-month related experience in a child care setting

Job Skills and Abilities

· Strong planning, organizational, and communication skills.

· Ability to work with families of program participants.

· Ability to work in a multicultural environment.

· Able to participate in activities with the children and work flexible hours.

· Creativity, initiative, enthusiasm, flexibility and a good sense of humour.

· Must be physically able to participate in activities.

Additional Information

· Must be at least 19 years of age.

· Criminal Record Check required.

· Must have a current Emergency First Aid Certificate.