

### **Job Description – After School Club Coordinator**

You are an energetic, creative, patient and positive individual who loves the energy and activity of school age children. You honor and value relationships and are committed to creating a safe, nurturing and restorative program where children can land after a long day of school.

#### **What we hope you will bring:**

- Minimum 1 year of experience working in a licensed childcare program or equivalent with school aged children
- Creative, open minded and team oriented
- Valid ECE or ECEA or Responsible Adult (RA) Course completed at the time of hire
- Ability to learn and apply risk management skills to ensure children are safe from harm
- Possess or be willing to learn a thorough understanding of child care licensing regulations
- Valid First Aid/CPR; Food Safe; CRC upon confirmation of employment
- Willing to acquire or possess knowledge and awareness of BC Early Learning Framework (ELF) and Reggio inspired practice
- Effective guiding and caring skills
- Demonstrate the ability to multi-task effectively in a fast-paced, often time-sensitive, and sometimes stressful work environment.
- Prioritize tasks and manage time efficiently to ensure all responsibilities are met while maintaining a calm and positive atmosphere for the children.
- Good communication skills
- Able to work in a diverse and inclusive environment
- Ability to work in a team and have a strong work ethic and leadership skills
- Fully vaccinated against COVID-19

#### **Your key responsibilities:**

After School Club coordinators will support their teams with the following:

- Ensuring the safety, health, and well-being of children
- Guide and assist children in preparing for a variety of daily after school programs outside the After School Club such as sports and arts programs offered by BI Rec and other Bowen Organizations
- Establish and maintain good communication and rapport with children, parents, caregivers and co-workers.
- Establish and maintain collaborative relationships with other community service providers working with children (i.e. recreation, gymnastics, dance, football), etc.
- Light housekeeping to ensure program facilities and equipment are safe and clean
- Participate in ongoing internal and external professional development
- Participation in staff meetings is required to ensure programs are maintained at a high standard as expected of all Bowen Children's Centre's programs
- Be available to work 2-5 days per week, 4 hour shifts

- Be available to work a minimum of two 5-day summer camps during July or August