



**Bowen
Children's
Centre**

Bowen Children's Centre

650 Carter Road, Bowen Island, BC V0N 1G2

(604)947-9626

info@bowenchildrenscentre.ca

After School Club Coordinator

Location: Bowen Island

Nature of position: Permanent, Part-Time

Compensation: \$22 - \$24 based on experience and education

Position posted on: January 16, 2026

Start date: February 2026

Hours of Work:

- 20 hours weekly during the school year
- 40 hours weekly during Spring Break and Summer programming

About Bowen Children's Centre Society:

Bowen Children's Centre is a community-based organization dedicated to providing high-quality, inclusive, and nurturing early learning and childcare programs. We value relationships, connection, and creating safe spaces where children and families feel supported, respected, and welcomed with joy.

Position Summary:

We are looking for an energetic, creative, patient, and positive individual who enjoys the lively energy of school-age children and will value building relationships with the children, families and colleagues. A commitment to co-creating a safe and nurturing environment where children can land after a long day at school.

What We Hope You Will Bring:

- Creative, open-minded, and team-oriented approach
- Strong communication skills
- Willingness to grow and learn the job with joy and enthusiasm
- Effective guiding and caring skills
- Ability to multi-task effectively
- Strong time management skills while maintaining a calm and positive attitude
- Ability to work respectfully in a diverse and inclusive environment
- Ability to work in a team and have a strong work ethic and leadership skills

Key Responsibilities:

- Supervise and engage children with joy (ages 5–12) in a safe, inclusive, and supportive ASC environment
- Plan and implement with your team daily activities that promote social, emotional, cognitive, and physical development
- Foster positive relationships through respectful communication and child-centered guidance
- Support children in developing problem-solving, conflict-resolution, and self-regulation skills

- Set up, monitor, and maintain indoor and outdoor program spaces to ensure safety and readiness
- Prepare and support snack routines as required
- Follow all licensing, health, safety, and organizational policies
- Respond/support first aid needs and emergency procedures as needed
- Communicate professionally with families, school staff and colleagues
- Support inclusive practices for children with diverse needs and abilities
- Participate in meetings, professional development, and quality improvement initiatives

Qualifications & Skills:

- Minimum one year of experience working with school-age children in a licensed childcare setting or an equivalent experience.
- Valid ECE, ECEA, or Responsible Adult (RA) certification (or be willing to attain RA certification)
- Valid First Aid/CPR (can be completed upon hiring)
- Valid Caring about Food Safety course (can be completed upon hiring)
- Excellent facilitation, organization, and relationship-building skills
- Strong written communication skills
- Ability to work independently with sound judgment and confidentiality
- Criminal Record Check clearance upon confirmation of employment

Salary & Benefits:

- \$22 - \$24 per hour based on education and experience
- Extended health benefits (co-pay)
- Priority daycare placement for working parents
- Professional development opportunities.

Apply today: Please send your cover letter and resume to asc@bowenchildrenscentre.ca