



## OUT OF SCHOOL CARE EDUCATOR

Do you have a passion for working with children? Trico Centre is looking for caring and compassionate Out of School Care Educators to join our team! This position is responsible for the daily care and supervision of children within Out of School Care program. The role requires a friendly, mature, courteous and responsible individual able to plan and deliver fun and safe activities to program participants in a professional manner.

### Responsibilities:

Under the direction of the Out of School Care Director and Coordinator the incumbent;

- Demonstrates and promotes a clear understanding of Trico Centre for Family Wellness's mission, vision, values and Out of School Care program goals
- Works cooperatively with all levels in the organization (supervisors, staff members and patrons)
- Delivers high levels of customer service to all members and patrons which reflects the operational policies, practices and philosophies of the Trico Centre for Family Wellness
- Supervises and engages with all children in the program
- Provides feedback regarding program operations and participants to the Out of School Supervisor(s) on a regular basis
- Must attend and participate in 80% of scheduled staff meetings
- Teaches, shares and exchanges ideas with others in the department and on the team
- Expresses self in individual and/or group situations; including gestures, non-verbal, oral and written communication in an effective positive and professional manner
- Works cooperatively and effectively with the team in implementing and running a successful Out of School program
- Prepares, plans and organizes well-balanced program materials to include; creative crafts, music, drama, sports and games, field trips, etc. to support the program under the direction of the Out of School Care Director and Coordinator
- Participates in all aspects of the program including scheduled pool times and land-based activities
- Utilizes and implements appropriate resources and themes that correspond with program planning expectations as outlined in the staff manual
- Provides the ability, patience and skills to work with other departments and leaders so they profit from their experiences and grow both in leadership capacity, understanding of people and the value of recreation
- Delivers appropriate child guidance skills in accordance with *Early Learning and Child Care Act and Regulation* and Trico Centre policies
- Develops alternative solutions to problems and sets appropriate and effective priorities in one's own activities as well as those of the participants

- Demonstrates and maintains good judgment, dependability, flexibility and effectiveness when working in changing environments, situation or on new tasks
- Runs programs and conducts themselves according to the standards set forth by Trico Centre and the Province of Alberta Licensing Standards
- Adheres to all policies and procedures as outlined in the Out of School program staff manual and Trico Centre's policies and procedures
- Completes cleaning checklists, maintains clean facilities, ensures proper care, maintenance and use of equipment and ensures equipment is put away at the end of the day
- Displays a professional attitude at all times when; meeting with the public, in personal appearance and manner of dress when working with participants in a public community facility
- Provides information on any issues concerns and/or any changes related to program planning in a timely fashion
- Maintains program records as required
- Attends and maintains current certifications required for the position and participates in ongoing learning and professional development opportunities (i.e. First Aid, Security Clearance – 3 years, ECE levels and High Five certification)

#### **Qualifications:**

- Must be 18 years of age or older
- Early Childhood Educator certification from *Early Learning and Child Care Act and Regulation*, preference will be given to those with Level 2 or Level 3 ECE certification
- Current First Aid and CPR Certification or willing to obtain one
- Current Police Security Check with Vulnerable Sector search dated within six months is mandatory (required prior to first day of work)
- Strong organizational and program planning skills
- Able to work Monday-Friday within the general scope of operations 6:45am-6:00pm (Split shifts 6:45am-9:00am, 2:00pm-6:00pm required)
- High Five Certification is an asset

#### **Required Skills/Experience:**

- Mature, responsible and enthusiastic
- Passionate about working with children
- Direct program planning and implementation experience
- Direct interaction and supervision of children in a group setting
- Excellent customer service skills
- Reliable and punctual
- Strong organizational skills
- Ability to deal with a varied and busy work environment
- Strong behaviour management and conflict resolution skills with children
- Able and willing to work flexible hours and split shifts within the scope of operations (Monday – Friday, 6:45 am – 6:00 pm)

**What we offer:**

- A flexible work schedule
- Free facility membership and discounted registration on programs
- Competitive wage based on experience
- Training and recertification support
- Advancement opportunities and cross-training
- Opportunity to use your creativity and develop new skills
- A fun, positive, and respectful work environment

**Closing Date:** Open until filled

**Location:** 11150 Bonaventure Drive SE

Only those individuals selected for an interview will be contacted. Thank you for your interest in Trico Centre for Family Wellness. We are an equal opportunity employer.

**Please send applications to:**

**Trico Centre for Family Wellness  
11150 Bonaventure Dr SE  
Calgary, AB T2J 6R9**

**Attention: Programs Manager  
Email: [mcrook@tricocentre.ca](mailto:mcrook@tricocentre.ca)  
Fax: 403-278-7573**