



Revised Date: May 10, 2018

Department: Programs
Job Title: Out of School Care Worker
Reports To: Out of School Care Director, Out of School Care Coordinator

Job Goal:

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.

Qualifications:

- Must be 18 years of age or older
- Minimum Child Development Assistant Level from Alberta Provincial Licensing Standards or willing to obtain, preference will be given to individuals with Child Development Worker or higher from Alberta Provincial Licensing Standards
- Current First Aid and CPR Certification
- Current Police Security Check with Vulnerable Sector search dated within last three months is mandatory (required prior to first day of work)
- Strong organizational and program planning skills
- Able to work a flexible schedule
- High Five Certification or willing to obtain

Experience/Skills Required:

- 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)

Competencies (Soft Skills):

- Team player
- Flexible and willing to go the extra mile
- Outgoing, friendly with a positive attitude
- Excellent written and verbal communication skills
- Ability to work independently
- Safety conscious

Working Conditions/Physical Requirements:

- May be required to lift and move items weighing 30 lbs. or greater
- Works with chemical hazards such as; cleaning supplies
- Duties may include field trips, entering the swimming pool and participating in physical activities (i.e. sports, skating, etc.)
- May work split shifts and may be required to be on call at specified times, and overtime may be required during staff shortages/shut-downs or as emergency situations arise

Performance Responsibilities/Accountabilities:

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 Provincial Licensing, Accreditation Standards 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 and Alberta Accreditation 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 opportunities (i.e. First Aid, Security Clearance – 3 years, Child Care levels and High Five)

Status: Hourly

Schedule:

Part-time hours will be required and will necessitate flexible hours within the general scope of operations (5 days per week) in keeping with the needs of the program and Trico Centre. A monthly schedule will be developed cooperatively with the Supervisor(s). The incumbent must be able to work flexible hours Monday - Friday within the scope of operations (6:45 am – 6:00 pm).

Time off work for vacation must be preapproved in advance by the Supervisor(s). For vacation exceeding two days or more an Out of School program employee must make a vacation request at least six weeks prior to the start of their vacation. A maximum of two weeks of unpaid vacation time will be allowed each school year. Approval for time off work will be based on the needs of the program.

Performance Evaluation and Salary Review:

- A performance evaluation is done on or before the three 90 day probationary period is ended from the date of hire and again at the end of the school year
- Wage reviews are performed one year from the anniversary date of hire and wage increases are dependent upon successful performance evaluations

Approval Process:

- Changes, additions and or any modifications must be reviewed and approved by the Direct Supervisor, Programs Manager, Assistant General Manager and General Manager.

Supervisor Signature: _____ **Date:** _____

Employee Signature: _____ **Date:** _____