



OUT OF SCHOOL CARE PROGRAM LEAD

The Trico Centre for Family Wellness is currently looking to add a passionate and enthusiastic Out of School Care Program Lead to join our team! Under the direction of the OSC Director and Coordinator the Program Lead is responsible for administrative tasks to support the program and direct supervision of the children within the program. There is a heavy emphasis on fostering positive interactions with children, families and the community. We are located in a recreation facility and understand the importance of providing an active and healthy environment for children.

This position commences on August 8,2022

Responsibilities:

- Demonstrates and promotes a clear understanding of Trico Centre for Family Wellness mission, vision, values and goals
- Adheres to all policies and procedures as outlined in the Out of School staff manual and Trico Centre's policies and procedures
- Works in collaboration with team members to plan and implement a variety of safe, fun, creative, and developmentally appropriate activities in accordance with the Trico Centre Out of School Care Staff Manual and Alberta Licensing standards.
- Active and effective supervision and interaction with children in a group setting
- Provides feedback regarding program operations and participants to the Out of School Care Supervisors on a timely and regular basis
- Must attend scheduled staff meetings on a weekly and monthly basis
- Works cooperatively and effectively with Out of School Care team to prepare and implement planned activities
- Works cooperatively with all levels in the organization (supervisors, staff, members, and patrons)
- Facilitates and participates in a wide variety of activities including skating, swimming, gym/ outside, crafts, music, drama, science activities, and group games/ activities
- Utilizes and implements appropriate resources and themes that correspond with program planning expectations
- Mentoring appropriate child guidance skills as set out by Provincial Licensing Standards
- In cooperation with Supervisors and team members, facilitates clubs, leadership projects, and special events
- Develops alternative solutions to problems and sets appropriate and effective priorities in one's own activities as well as those of the participants

- Maintains clean facilities, ensures proper care, maintenance and use of equipment; Takes responsibility for the upkeep and maintenance of all equipment and craft supplies
- Maintains program records as required
- Attends and maintains current certifications required for the position and participates in ongoing learning and development opportunities
- Plans and implements 4 group/multicultural/creative activities per week, as well as facilitates large planned group activity (Flex Fridays), of which at least two must be unique events relevant to the monthly theme
- Chairs committee to plan school days off with activities
- Performs ongoing research on trends within and external to the industry to enhance OSC policies and programming with a focus on groups
- Maintains inventory of all consumable supplies in resource space and submits timely and updated purchase lists ensuring ongoing ample supplies while meeting budget requirements
- Primary representative of the program and facility in the absence of supervisors (Coordinator and Director)
- Handles customer queries and complaints in a professional manner
- Trains and leads other staff in their development
- Participates, runs and provides content/activities for scheduled staff meetings
- Chairs and participates in internal OSC committee meetings such as staff recognition and satisfaction, special events/planning, better practices, health and safety, and monthly planning and themes
- Meets as required with supervisors to discuss program operations, fill regular monthly reports relative to areas of responsibility, as well as in depth and insightful observations in the OBS books and on SPICES sheets
- Completes checklists including safety and quality control in each space daily
- Ensures that the developmental needs of the children are being met

Qualifications/ Experience Required:

- Must be 18 years of age or older
- Mature, responsible, enthusiastic, and detailed oriented with a strong work ethic
- 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 prior to employment
- Current Police Security Check with Vulnerable Sector search dated within last six months is mandatory (required prior to first day of work)
- 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 and Physical literacy training considered an asset

What we offer:

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

Closing Date: June 24th, 2022

Location: 11150 Bonaventure Drive SE

Thank you for your interest in Trico Centre for Family Wellness. Only those individuals selected for an interview will be contacted. 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
Fax: 403-278-7573**