

View Royal Out of School Care



Please email application to: ashleyw@viewroyalosc.com

Job description

View Royal Out of School Care Society is searching for an enthusiastic, creative and organized individual with strong leadership skills to join our team as a Program Coordinator!

This position is temporary as it is to cover a maternity leave. The position will be part-time for training starting in November, then will become full-time starting in January and will continue for 12 months.

View Royal Out of School Care Society is a non-profit Childcare Centre, offering before school care, after school care, camps and preschool. Our before and after school care programs are offered to the children of View Royal Elementary School, grades K-5. Our preschool program is a traditional preschool running Monday-Friday 9am-1pm.

Before school care shifts are 7-9am, and after school care shifts are 2:15-5:45pm. The successful candidate will need to be flexible with availability in November/December, as training will take place sometime between the hours of 7am-5:45pm in order to train in all different programs. Starting in January, the full-time position will be **Monday-Friday 11:45am-5:45pm**.

Role of Program Coordinator:

- Facilitate programs, games and activities for children
- Supervise, lead and run a room full of children
- Plan, prep and implement daily themes
- Ensure childcare leaders are completing duties and meeting job expectations
- Plan and implement camp days activity schedule and crafts/activities
- Ensure craft supplies are stocked and list is created if items are needed
- Handle all situations that may arise with children, parents and families and inform Assistant Manager
- Report all issues as well as daily updates to Assistant Manager

Expectations:

- Supervise children and staff
- Complete all planning and prep for camp days and daily themes
- Interact with families, ensure any situations are handled or reported to Assistant Manager

Qualifications:

- Experience in childcare
- Experience in a supervisor position
- 19 years of age or older
- 20 hours of child or health related education

Interviews:

- Interviews will be held within the **first 2 weeks of November**

Contract length: 12 months

Job Types: Full-time, Temporary

Salary: \$18.00-\$20.00 per hour