



Job Title: After School Facilitator

Position Summary: The After School Facilitator is responsible for the daily care and supervision of children ages 5-9 who attend the Mountain Child After School Program.

Start Date: Immediately

Terms: Minimum 15 hours/week – could be full time if desired

Rate of Pay: \$20/hour

Qualifications:

- 20 hours of relevant training to be considered a Responsible Adult (*must be 19 years)
- Previous work experience in a similar environment
- Child Safe First Aid certificate

Competencies:

- Experience implementing a child care program
- Demonstrated ability to work positively with families and children

Key Duties:

- Ensures ongoing compliance with the Community Care Facilities Act and Childcare Licensing Regulation
- Contributes to the maintenance of program records (including attendance records, medical and emergency information, dietary instructions and parental consent forms)
- Administers first aid and medication in accordance with established policy
- Maintains a quality child care environment and program
- Reports on progress and behaviour of children, communicates with parents
- Maintains written and verbal confidentiality regarding children and families

Accountability:

- Reports to the Mountain Child Program Manager
- Renews First Aid Certificate prior to expiry
- Adheres to the philosophy, policies and procedures of the Child Care program

Please submit a resume to:

Kathleen Holton, Manager

Mountain Child Early Learning + Care Centre, PO Box 746, Golden, BC V0A 1H0

Email: mountainchild.gcrs@gmail.com