



## **WESTMINSTER CHILDREN'S AFTER SCHOOL SOCIETY**

**\*\*ECE/ECEA/Responsible Adult Employment Opportunity \*\***

**Westminster Children's After School Society (WCAS)**

**Initial work site Location: Hiring for multiple locations**

**Position:** Program Staff

**Salary:** \$ \$19.87-\$20.64 per hour to start

Extended Health & Dental benefit package (after completion of probationary period)

**Placement:** ASAP

**Terms:** Permanent Full-Time based on a minimum of 30 hours per week

**Shift Schedule:** Monday to Friday: 7:00-9:00 am and 2:00-6:00 pm.....

Must be able to work both parts of the split shift plus additional hours as required on non-instructional days and School breaks, up to 40 hours per week

**Closing:** Open until filled

### **About us:**

Westminster Children's Afterschool Society (WCAS), a non-profit society, envisions New Westminster as a community in which safe, quality; affordable childcare is available to all families. WCAS operates in a cooperative, mutually respectful atmosphere with families, trustees, staff, and administration of the schools which are WCAs' primary base of operations. WCAS is a provider of and advocate for childcare; a strong voice for allocation of space and funding for childcare; and actively works together with community partners.

WCAS is the largest provider of licensed child care in New Westminster and serves over 435 children per month between the ages of 5 and 12 years old at our 10 licensed School aged child care facilities.

**Situation:**

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WCAS is the largest provider of licensed child care in New Westminster and serves 345 children per month between the ages of 5 and 12 years old at our 10 licensed School aged child care facilities.

**Nature & Scope:**

Reporting directly to the Team Coordinator and Director the Program's, Staff will work directly within the school age program facilitating activities for children ages 5 to 12.

**Major Responsibilities:**

- To read, understand and follow all Provincial and WCAS requirements and standards.
- To interact directly with the children.
- To assist with the planning and implementing of a consistent child centered program in accordance with WCAS standards.
- To establish and maintain positive daily communication with parents and staff teams.
- To maintain a neat, orderly, and clean environment, including all activity areas and washrooms.
- To ensure that all safety and supervision standards are implemented and maintained per licensing and WCAS requirements.
- To ensure all Policies & Procedures are met and maintained
- To maintain regular attendance, punctuality and to be appropriately dressed and well groomed.

**Qualifications:**

- Valid First Aid Certificate- Emergency Child Care first aid or higher
- Completion of Grade 12 - Minimum age is 19
- Responsible Adult, ECE, ECEA, Responsible Adult/School Age care certificate or equivalent Courses/Degree/Certificate in child growth and development (minimum 20 hours)
- Experience working with children in a childcare/ recreational setting
- Experience working with children with special needs with an emphasis in Autism is an asset

**Competencies:** In addition to bringing a commitment to WCAS's vision and values, and an orientation to service, the candidate should possess the following competencies:

**Leadership:** Motivates and inspires self and others to act to achieve desired outcomes.

**Communication:** Communicates in a thorough, clear, and timely manner.

**Creativity:** Develops new ways or adapts existing ideas to improve programs and service.

**Teamwork:** The ability to work effectively with others to achieve optimal results.

**Product Knowledge:** Thorough understanding of the components required in providing quality care

Interested applicants please apply by email with a cover letter and resume

WCAS is an equal opportunity employer.

Visit our website at [www.wcass.com](http://www.wcass.com) to learn more