



The Wickaninnish Community School Society is seeking an **After School Program Assistant**. The WCSS coordinates After School Programs at the Elementary School for community members, including educational and recreational activities for students, youth, adults and seniors.

START DATE: January 2025

HOURS: A maximum of 20 available hours per week, Monday through Friday between noon and 5pm. Hours may vary depending on programs being offered.

SCHEDULE: This is a part-time position that runs September through June according to the Elementary School schedule, which includes (unpaid) time off for two weeks in December, two weeks in March, and one Pro-D Day per month. Flexible for the right candidate (will accept applications from those who want to work 2 days a week or more)

WAGE: \$22.50 / hour

JOB DESCRIPTION: The WCSS is a non-profit Society, run by a Coordinator who reports to the Board of Directors. The Program Assistants report to the Coordinator and help facilitate the after school activities.

This includes:

After School and Noon Hour Programs

- *Coordinating check in – pick up students from classrooms, supervise hand washing and snack time, complete attendance records and ensure each child arrives at their registered program on time
- *Providing support during instructor time - help to manage behavioural expectations of students, support if any injuries/illnesses occur with children during the programs, maintain walkie-talkie communication with instructors/Coordinator to ensure participant safety
- *Assisting with end-of-program transition – coordinating with the school/bus driver to ensure students are on the 4:15pm bus/boat transportation home, escort students to any additional programs, communicate with parents during pick up, supervising boat students at the dock until their transportation arrives.

- * Light cleaning duties such as sweeping the gym, sanitizing equipment, cleaning tables, etc.

Other Programs/Responsibilities

- *Assist and supervise any community groups using the school from 4 - 5pm
- *Supporting the Coordinator – occasional coverage, completing admin duties during slow times, keeping in continued communication during program hours
- *May be called upon to assist with instructing / facilitating a class if the need arises, including early dismissal days

QUALIFICATIONS:

- *Experience working with children; able to help build and coach positive behaviour routines and strategies with groups of students
- *Very strong organizational and time management skills, detail-oriented and can multi-task effectively
- *Ability to work independently and within a team, takes direction well
- *Able to provide excellent communication and customer service skills to people of all ages and backgrounds
- *A strong work ethic with the desire to serve the greater good of the community
- *Experience in recreation, event management, day camps/children's programs and/or admin considered an asset
- * This position requires a recent Criminal Record Check with Vulnerable People. This can be obtained at a local RCMP detachment.
- * Childcare First Aid, Standard First Aid, Bronze Cross, and a Class Four driver's licence are considered assets.

HOW TO APPLY:

Deadline to apply is **5pm on Friday, Dec 13**. Please email your cover letter and resume to Caleb Harding, WCSS Coordinator at commschool@sd70.bc.ca

We thank everyone for applying, however only successful applicants will be contacted for an interview.