



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:

HOURS: Monday-Thursday from 12:00pm-5:00pm

Up to 30hrs a week.

Hours may vary depending on the programs 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 the Community School Coordinator who reports to the Board of Directors. The Program Assistant(s) report to the Coordinator and help facilitate the after school activities.

This includes:

After School 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 4:30pm 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 4:00pm– 5:00pm.

- *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 Friday, November 7th, 2025

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.