



WESTMINSTER CHILDREN'S AFTER SCHOOL SOCIETY

**** Internal/External Posting - Employment Opportunity ****

Westminster Children's After School Society (WCAS)

Location: Klub Kelvin (1010 Hamilton Street, New Westminster)

Position:	Program Staff
Salary:	\$14.40 per hour to start (raise after 6 months), plus full benefit package (extended health & dental, vacation and sick pay)
Placement:	ASAP
Terms:	Permanent Full Time 30 hours per week Monday to Friday: 7:00-9am & 2:00-6pm
Closing:	Until position is filled

Situation:

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 WCASS's primary base of operations. WCASS 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.

WCASS is the largest provider of licensed child care in New Westminster and serves over 250 children per month between the ages of 5 and 12 years old at our 9 licensed school aged child care facilities.

Nature & Scope:

Reporting directly to the Team Coordinator and Director the Program, 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.
- 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 release children only to those authorized by parent/ guardian, to ask for identification to ensure that the authorized pick-up has been verified.

- To maintain confidentiality of all information related to the centre, the children, their families, and staff.
- To maintain regular attendance, punctuality and to be appropriately dressed and well groomed.

Qualifications:

- First Aid certificate
- Completion of Grade 12 - Minimum age is 19
- Courses/Degree/Certificate in child growth and development (minimum 20 hours)
- Experience working with children in a child care/ 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.

Team Work: The ability to work effectively with others to achieve optimal results.

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

Please Fax or Email with a cover letter and resume to:

Yannie Wong
Director of Programs
E-mail: director@wcass.com
Fax: (604) 540-1683

WCAS is an equal opportunity employer.

