



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

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

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

**3 positions available: Park Place, Griffin's Alley & Misty Meadows**

<b>Position:</b>	Program Staff
<b>Salary:</b>	\$14.40 per hour to start 6-18 months \$14.91 per hour 19-30 months \$15.18 per hour 31-42 months \$15.52 per hour Plus full benefit package (after 3 month probationary period) with additional salary increases as per BCGEU Collective Agreement
<b>Placement:</b>	ASAP
<b>Terms:</b>	Permanent Full Time 30 hours per week Monday to Friday: 7:00-9 am & 2:00-6 pm
<b>Closing:</b>	Until positions are 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
- Responsible Adult or equivalent 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:

Director of Programs  
 E-mail: [director@wcass.com](mailto:director@wcass.com)  
 Fax: (604) 540-1683

WCAS is an equal opportunity employer.



