

# VANCOUVER ISLAND KIDS KLUB CENTRE SOCIETY

*Integrity. Kindness. Community. Fun.*

## 1-43. JOB DESCRIPTION: CHILDCARE WORKER

WORK TITLE: Childcare Worker

STATUS: Full/Part Time

ANSWERS TO: Site Manager

### 1) PURPOSE OF POSITION

The role of the Childcare Worker (CW) is to provide direct quality care to children ages 5-12 years, during the out of school hours and vacation periods. To work as a team and provide supervision, leadership and support to the Manager, staff, and volunteers.

The CW is to provide a safe and quality program with other fellow staff for the children in care and to be a positive impact on the children in care. The CW is also expected to respect individuals/social values in programming and keep Site Manager informed of any pertinent situations.

### 2) TYPICAL DUTIES AND RESPONSIBILITIES

#### a) Site Operations:

- Works directly with children, interacting on a regular basis.
- Makes day-to-day decisions on behavior management in accordance with the Kids Klub Centre discipline policies and the policy and Procedure Manual.
- Ensures the maintenance of nutritional programs, health and safety standards.
- Maintains facilities and equipment in a clean and safe manner.
- Assist and Facilitates children's activities and snack times.
- Ensures, along with the Site Manager that the site is developing/designing an emotional, moral, and language development.
- Ensures the confidentiality of children parents and staff.
- Attends staff meetings.
- Organize space, equipment, and materials before activities begin.

#### b) Human Resources:

- Keeps time sheet up-to date, ensuring that each shift is signed by his/her Site Manager.
- Acts as a positive role model to other staff, children and families involved with our program and in the community.

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## 3) QUALIFICATIONS, TRAINING, SKILLS, AND ABILITIES

### a) Education, Training, and Experience:

- Grade 12 diploma (Youth and Child Care degree or courses toward degree would be considered an asset)
- Must be nineteen years or older.
- Current First Aid certificate.
- Class Two or Four Drivers License would be considered an asset.
- Experience in direct care of school age children.
- Criminal record check.
- Must have all required VIHA documentation.

### b) Skills and Abilities:

- An ability to function effectively within the bylaws, constitution, policies and procedures of Kids Klub Centre.
- Excellent written and verbal communication skills.
- Good organizational and planning skills.
- Ability to develop and maintain relationships with children within a group as well as individually.
- Ability to work independently and to display commonsense.
- Ability to work with children facing difficult challenges.
- Ability to be flexible and to remain calm in a crisis situation.
- Good communication and team building skills.
- Ability to acknowledge respect for children as individuals and to identify specific needs.
- Knowledge of the rules and regulations governing the Community Care Facilities Act and Child Care Licensing Regulations.
- Knowledge in the developmental stages of school age children.