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JOB POSTING: BEFORE AND AFTER SCHOOL WORKER, PART-TIME

Posting Date	12-06-2016	Closing Date	01-12-2017
Competition #	BAS-120616	Location	West Vancouver

SUMMARY STATEMENT

The Before and After School Worker will work with a diverse group of children to provide a safe, nurturing and creative environment for children to play, learn and thrive. This person will create opportunities for social and emotional development, community-building and homework support through following and facilitating an age-appropriate lesson plan and have the ability to adapt the plan as needed to meet the needs of the group. In all activities the worker strives to develop assets in participants.

OVERVIEW

Position Title	Before and After School Worker, Part-Time	Headquarters	100-7900 Alderbridge Way Richmond
Program	Richmond Youth Centre	Department	Youth Services Division
Status	Bargaining Unit	Classification	School Aged Child Worker
Wage	CBA Grid 9	Reviewed	July, 2014 Draft Subject to JJEP

QUALIFICATIONS

- Education and Knowledge*
- Minimum 20 hours completed course work in child development, guidance, or health, safety and nutrition
 - First Aid Certification
 - Food Safe Certification
- Training and Experience*
- Six months experience working with school aged children
 - Must be at least 19 years of age

GENERAL SKILLS AND ABILITIES

- Well developed interpersonal, conflict resolution, oral and written communication skills;
- Demonstrated ability to teach skills and work effectively with others;
- Good organization, time and general management skills;
- Experience facilitating groups with children;
- Ability to follow, facilitate and adapt lesson plans;
- Working knowledge of age-appropriate activities and resources;
- Understanding of asset building; and
- Ability to work as part of an effective team with other program staff and community professionals.

RELATIONSHIPS

Report to	Program Supervisor/Manager
Subordinate Staff	None
Internal Contacts	All other RYSA Staff and Volunteers
External Contacts	Elementary School staff of Richmond School District, Parents and Caregivers

DOMAINS

A. Individual Group and Client Support

- Plans, organizes, implements and evaluates group-based recreational, social and educational activities
- Encourages and facilitates participation in activities; provides guidance and instruction
- Monitors and manages individual and group behaviour
- Reports problems to supervisor
- Provides skill-building to participants such as social skills; models appropriate behaviour
- Ensures safety of participants
- Responds to emergencies in accordance with established policies and guidelines
- Maintains related records and statistics and produces reports as required
- Liaises with participants' families, teachers and other professionals
- Prepares snacks according to food safe standards
- Performs other related duties as required

B. Community Liaison

- Supports volunteers involved in the program and activities towards success
- Maintains awareness of community resources and supports
- Develops and supports relationships with school staff

C. Administrative/Miscellaneous

- Provides supervision of children during activities
- Supports supervisor in development of reports and statistics to RYSA and funders as required
- Maintains adequate client data
- Supports volunteers involved in the program
- Seeks supervision from supervisor on regular basis
- Subscribes and adheres to ethical principles of service as outlined in the code of ethics of the Child and Youth Care Association of BC

ADDITIONAL INFORMATION

We are looking for both Part-Time and On-Call Staff, please specify your availability in your cover letter. Hours are usually 7:30am-9:30am and 2:30pm-6:00pm, with longer shifts on Pro-D and Early Dismissal Days.

This position requires working with a diverse group of children and volunteers of all ages. Staff expected to practice in a culturally sensitive manner.

Submit your letter of interest and resume explaining how your skills, experience and knowledge will support success in this position to by email at employment@rysa.bc.ca. Please no phone calls, only those selected for interviews will be contacted. **Applicants MUST reference # BAS-120616 in the subject line of your email or they will not be reviewed.**

NOTE: Statements included in these guidelines are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all-inclusive.