

# Employment Opportunity



**Skowkale First Nation**

**Position Title: Out of school Care (OOSC) Assistant**

**Position Location: Chilliwack, BC**

**Salary Range: \$17.35 - \$21.25 dependant on Education & Experience**

**Work Term: Part Time Monday – Friday 2:00 pm -5:00pm with potential for more hours**

**Position Overview:** The Out-of-School Program Assistant is responsible for working with children (5-12 years old) to participate in activities and give children a place to spend outside of school hours. This role is vital in creating fun and interactive activities in a safe environment.

## **Responsibilities and Duties:**

- Daily supervision of school-aged children (5-12 years old) – oversee four per day, 17-20 kids, Kindergarten through grade 7
- Preparation and provision of healthy snacks
- Attendance tracking
- Assist with opening or closing the facility as required
- Contacting parents regarding incidents, requests, or communication (e.g., troubles on the bus, injured, or want to go home, reminders)
- Ensuring proper documentation for children’s registration – including permission sheets, waivers, etc.
- Supporting the manager through work experience to better understand how to work with children.
- Design and create activities such as artistic groups, design a whiteboard, (crafts – seasonal, popsicle sticks, forts and tunnels and games
- Leading and conducting group activities
- Responsible for adult training
- Ensure all children are aware of safety procedures to ensure wellbeing of all students.
- Oversee the Homework Club to assist students
- Assisting with gatherings that include year-end BBQ’s, parent teacher dinners, seasonal activities – Halloween, Christmas
- Participate in creating care packages for the community as needed.
- Maintain a safe environment for all students while in the Out-of-School Program’s care.
- Working to support children with special needs as required
- Act as a positive role model to children and develop positive relationships with families
- Maintain the cleanliness and health and safety practices of the center, including play areas (inside and outside), kitchen and washrooms
- Maintain confidentiality of all information related to the childcare, the children, families and the staff.
- Other duties as assigned

## **Knowledge, Skills, and Abilities**

- Minimum two (2) years of experience in a similar role.
- Completion of a Responsible Adult Certification is required
- Valid BC driver’s license.
- Valid First Aid and CPR certificate
- Food Safe certificate
- Vulnerable Sector Check and Criminal Record Check clearance required.
- Strong interpersonal skills and ability to engage with students from diverse backgrounds; ability to quickly build rapport and trust.
- Ability to physically complete the duties of the job. Including sitting, standing for long periods of time, twisting and carrying children
- Excellent verbal and written communication skills.
- Patient and approachable.
- Flexible and adaptable.
- Strong organizational and time management skills.
- Conflict resolution skills.
- Ability to keep calm under pressure and quick decision-making skills.
- Proficient with computers and Microsoft Office.

**Working Conditions:**

- Scheduled shifts are Monday – Friday from 2:00 pm – 5:00 pm with potential for more hours
- Indoor and outdoor activity with children expected
- Interacting with children of varying ages
- Engage with parents, caregivers, members and elders

**Terms of Employment:**

- Employee signs a standard form contract of employment.
- To ensure the health and safety of all employees and members of the community we have adopted a mandatory vaccination policy
- If no exemption applies, deductions will be made at source according to law.
- If applicable, employer contributions will be made at prescribed rates to CPP, EI, WCB and vacation pay.

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While we sincerely appreciate all applications, only those candidates selected for an interview will be contacted. Preference may be given to candidates of Indigenous ancestry **s16(1) CHRA** and have knowledge of local First Nations traditional customs and practices.

**HOW TO APPLY**

Applicants should send a resume and cover letter outlining how they meet the specific requirements of the position to [careers@jouta.com](mailto:careers@jouta.com). Position open until filled.