



**ST. MARGARET'S
SCHOOL**

Summer Camp

Care Provider

Posting # 17020

Internal / External Posting

Today's Date April 10, 2017 | Closing Date April 21, 2017 | Effective Date July 4, 2017

Hours

Full-Time, up to 8 hours per day
⇒ *This program runs July 4th to August 11th*

Salary

\$17.66 - \$19.51 per Hour
⇒ *Depending on years of service @ SMS*

Summary

St. Margaret's School is seeking energetic, self-directed Out of School Care Provider this summer, to be responsible for working collaboratively with the Out of School Care Coordinator and other Out of School Care/Camp staff to plan, supervise and deliver the summer camp program.

This assignment includes working at the full day summer camps and participating in the preparation and implementation of activities, and ensuring the well-being and safety of the children.

Responsibilities will include but are not limited to the following

- Assists in the day-to-day operations of the summer camp
- Works cooperatively with the other summer camp staff
- Contributes ideas in the planning of weekly activities and crafts for the students
- Communicates effectively with parents and school staff
- Helps with daily attendance of children in camp
- Ensures that children are signed in and picked up in accordance with St. Margaret's policy of student safety and supervision
- Adheres to the VIHA regulations pertaining to an Out of School Care/Summer Camp environment (e.g. First Aid, Cleanliness, Child to Adult ratio)
- Assists in keeping the Out of School Care/Summer Camp areas clean, tidy and safe
- Knowledgeable in evacuation and emergency procedures in the Out of School Care/Camp areas
- Maintains valid first aid certification
- Reports to the Out of School Care Coordinator and the Foundation Years Principal

Requirements and Qualifications include

- Applicable post-secondary diploma in the field of Child Care or Education
- Minimum 2 years of demonstrated child care experience
- Criminal Record Check
- First Aid certification and Fit to Work note from a physician
- Understanding of the needs of children ages 5 to 10, the needs and requirements of the facility and the needs and stresses of parents and caregivers
- Strong creative and organizational skills
- Ability to work as part of a team
- Effective communication and problem-solving skills
- Flexible to work in a busy and dynamic environment
- Ability to work collaboratively as part of a team
- Actively support the vision, mission and values of our School

Interested candidates are invited to submit an application package, which includes a covering letter, curriculum vitae and professional references, quoting the Posting number, by **April 21, 2017** to:

Human Resources
St. Margaret's School
1080 Lucas Avenue
Victoria, BC V8X 3P7
Email: careers@stmarg.ca