



SUMMIT COMMUNITY SERVICES SOCIETY

"promoting community well-being"

Job Description

Summit Community Services Society is seeking several enthusiastic childcare workers to join our childcare team! The Society is looking to fill multiple After-school program assistant positions across Kimberley and Cranbrook. Our after-school program run Monday to Friday throughout the school year.

KEY DUTIES AND RESPONSIBILITIES:

- Plan, lead, and guide activities throughout the day, such as reading, physical activity, and creative expression through art and song
- Ensure that meals are prepared and distributed to all children
- Provide guidance with safe hygiene practices
- Monitor children throughout the day and ensure safety at all times
- Provide guidance to assisting staff members
- Ensure play environment is kept sanitary, perform regular cleaning duties.

EDUCATION AND TRAINING REQUIRED

- Responsible Adult Certification (*Or equivalent, please refer to https://www.health.gov.bc.ca/library/publications/year/2008/Fact_sheet_responsible_adult_childcare.pdf for more information*)
- First Aid Certificate
- Food Safe Certificate
- Be fully Vaccinated or willing to become
- Criminal Record Check, or willing to have one done

JOB SKILLS AND ABILITIES

- Good Organization and time management skills.
- Ability to work in partnership with team members.
- Sensitive and responsive to cultural differences in the client population.
- Positive, caring and compassionate attitude
- Safety conscious with keen observational skills
- Excellent leadership skills and confidence in giving direction
- Excellent verbal communication skills
- Ability to motivate others and be proactive
- Ability to be organized and plan ahead

Please note that only successful applicants will be contacted. We thank you in advance for your application.

Summit Community Services Society
Administration Office
#100, 125 – 10th Avenue South
Cranbrook BC V1C 2N1
Phone: 250-489-3114
Fax: 250-489-3151

Mailing Address:
PO Box 325
Cranbrook, BC
V1C 4H8

Kimberley Centre
495 Wallinger Ave
Kimberley BC V1A 1Z6



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Job Types: Full-time, Part-time, Casual

Part-time hours: 20 per week

Salary: \$18.00 per hour

Benefits:

- Dental care
- Extended health care
- Life insurance
- RRSP match
- Tuition reimbursement
- Vision care

Schedule:

- Monday to Friday

Supplemental pay types:

- Overtime pay

Ability to commute/relocate:

- Cranbrook, BC: reliably commute or plan to relocate before starting work (preferred)

Experience:

- Childcare: 2 years (required)

Licence/Certification:

- Responsible Adult Certificate (preferred)

Expected start date: 2022-09-01