



Job Title: Program Support

Reports to: Drop-in and Program Support Coordinator

Job Summary:

Key Duties and Responsibilities

The Program Support role encompasses the positions of Childminding, Program Assistant, and Facility Attendant. Schedules often vary. Shifts will be held primarily during the morning and early afternoon on weekdays.

Program Support staff may be asked to work in any support position, based on their skills and experience. A brief description of each position is outlined:

Childminding

- Supervise children 0-5 years
- Provide a safe, welcoming and nurturing environment for little ones while parents are close by, attending SNP programs
- Work closely with other childminders
- Prepare, serve and clean up a nutritious snack
- Set up and carry out interesting and engaging activities
- Sanitizing and tidying up of toys, equipment and space after use

Program Assistant

- Works closely with the Program Facilitator to provide additional support during specific programs
- Assist with the preparation of food or coffee
- Set up space before a program
- Interact with participants and assist in providing a safe and welcoming environment
- Cleaning and sanitizing equipment & space after use

Facility Attendant

- Assist groups in accessing space for rentals such as birthday parties or community gatherings
- Following up with user groups to ensure spaces are left tidy for the following groups
- Carry out basic prearranged administrative tasks
- Be a point of contact in an emergency

Qualifications

Preferred Education, Training, and Experience

- Some Post Secondary Education in child and youth care, social work, early childhood development, psychology or nursing
- First Aid
- Food Safe
- Experience with Children
- Experience in Customer Service or Hospitality
- Experience in Food Preparation or Service

Essential Skills & Abilities

- Excellent written and verbal communication skills: ability to communicate with children, parents, and colleagues
- Transportation to multiple locations: Saanich Neighbourhood Place (SNP) based out of Pearkes Rec Centre and Broad View United (BVU) in the Gordon Head Area
- Patience and creativity while interacting with children
- Ability to work in a team or independently
- Flexible and adaptable

Compensation: From \$20.18 per hour to start, with a wage increase after 3 months of probation

Current shifts would include:

Mondays 9:00-12:00 (BVU)

Tuesdays 9:30-2:00 (SNP)

Wednesday 9:00-12:00 (BVU)

Thursdays 9:00-12:30 (SNP)

Friday 9:00-12:00 (BVU)

Potential for coverage on other days.

Email your cover letter and resume to ali@snplace.org.