Internal/External Job Posting

POSITION: Inclusion Program Supervisor

SALARY: $26.69 per hour = $23.41 per hour plus 14% in lieu of benefits

CLASSIFICATION: JB07 – Program Instructor V

HOURS OF WORK:
- Mar to May 2020, Monday to Friday – up to 3 hours per day
- May 11 to Sept. 4 2020, Monday to Friday – up to 8 hours per day
- Sept to Dec 2020, Monday to Friday – up to 3 hours per day

STATUS: Auxiliary (this position is on a 10-month trial basis)

CLOSING DATE: February 20, 2020, at 12:00pm

COMPETITION #: 20-13

SUMMARY: Under the general direction of the Preschool & Licensed Programmer, the Inclusion Program Supervisor will assist in the administration, planning and supervision of the Inclusion Program within Preschool, Afterschool Care, Pro D days as well as general supervision and leadership of all Camps. This position is responsible for assisting the Program and Camp Leaders working with children requiring one-on-one support or children with extra behavioural needs in order to promote and deliver healthy, positive interactions, communications, diversity and learning opportunities.

JOB DUTIES & ACCOUNTABILITIES
- Assist with staff training and support.
- Coordinate supply purchases, ordering and distribution.
- Coordinate and organize the room set-ups and equipment and advise on activity and transition plans for each program area.
- Assist Program and Camp Leaders with the design of program goals and objectives to promote social experiences and self-confidence.
- Assist with administrative tasks such as compiling binders, monitoring registration, completing behavioral reports, monthly invoicing reports and updating medical forms and care plans.
- Ensure that Program and Camp Leaders are adhering to WSPRS (and where applicable Licensing) policies and procedures.
- Assist in completing staff check-ins and performance appraisals.
- Support Program and Camp Leaders with behavior issues (supported and non-supported children) as needed.
- Act as a substitute Program or Camp Leader as needed.
- Communicate with parents, staff, children and supervisor.

QUALIFICATIONS
- At least one year post-secondary education in a related field such as: Recreation and Leisure, Physical Education or Education, or Child and Youth Care.
• At least 250 hours of prior experience working with school age children (5-12yrs), including children with disabilities and behavior problems.
• Supervisory and/or leadership experience required.
• Experience and knowledge in program planning.
• Direct experience working with youth in a public recreation setting.
• Knowledge of PerfectMind and excel spreadsheets is an asset.
• Class 4 Drivers License.
• Current Emergency First Aid and CPR C.
• Ability to work independently and in a team environment.
• Customer service and public relations skills.
• Excellent communication and organizational skills.
• Ability to follow established safety standards and requirements.
• Group leadership and facilitation skills.

A clear and current criminal record check is a condition of employment, and is the financial responsibility of the successful candidate.

APPLICATIONS
Resumes and cover letters quoting competition #20-13 received prior to February 20, 2020, at 12:00pm, Attention: Human Resources, West Shore Parks & Recreation Society, 1767 Island Highway, Victoria BC V9B 1J1, Fax: (250) 478-8363; email: jobs@westshorerecreation.ca

This is a union position. Only those candidates under consideration will be contacted.
Posted: February 5, 2020