



St. Joseph's Catholic School

EMPLOYMENT OPPORTUNITY

St Joseph's School is a loving and caring learning community committed to fostering the growth of the whole child infused by the teachings of Jesus Christ. We are located in beautiful Smithers, BC on the traditional territory of the Wet'suwet'en. For the 2022-2023 year we are hiring an:

After school care facilitator

Reporting to principal, this position is responsible for providing after school care to school aged children.

Schedule: ideally 2-4 hrs/day after school, 5 days per week (can also work as EA position to be full time)

Term: September 2022 to June 2023

Benefits: pension and health benefits are available to those who work in excess of 20 hours/week

Duties:

- Planning and supervising children during various activities such as telling stories, songs and crafts
- Arranging rooms or furniture for activities and rest periods
- Maintain toys and other applicable equipment and assist in housekeeping duties
- Supplies support services related to the position, for example (photocopying, recording attendance typing and filing)
- Comply with childcare regulation and school policies
- Communicate with families, other staff and administration
- Performs other job related duties as directed by the principal

Qualifications:

- Grade 12 or equivalency
- Responsible adult (person who is 19 years of age, has completed at least 20 hours of training, has experience working with children, and can provide care and mature guidance to children) or willing to complete training prior to employment commencing
- One year training/experience working with school aged children is preferred
- Level 1 First Aid Certificate
- Food Safe Certificate
- Ability to work independently and set priorities
- Good interpersonal skills and the ability to be an integral part of a team
- Must be able to pass a Vulnerable Sector Criminal Records Search prior to starting employment
- Comfortable working in a religious setting and respectful of Catholic values

Please email cover letter, resume and references to the hiring committee at hdrygas@cispg.ca