



# SOUTH ARM COMMUNITY ASSOCIATION

8880 Williams Road, Richmond, British Columbia V7A 1G6 • Telephone 604-238-8060 • Fax 604-238-8065

## EMPLOYMENT OPPORTUNITY – OUT OF SCHOOL CARE SUPPORT WORKER

Applications are now being accepted for an Out of School Care Support Worker position with South Arm Community Association's Licensed Out-of-School Care Programs. Reporting to the Child Development Coordinator, this position will provide support to children with extra support in attendance. This position will also ensure the well-being of the children in program and promote their development in assisting the children in their physical, social, emotional and daily life skills development.

### DUTIES AND RESPONSIBILITIES:

- Contribute to the development and implementation of Individual Service Plans (IEP's) for children requiring extra support; incorporate children requiring additional support into regular programming when possible or ensuring alternative plans are available.
- Identify the abilities, interests and needs of children and recommend individualized and group activities based on support needs.
- Assist staff to create indoor/outdoor environments that allow for accessibility and safety of children requiring support.
- Ensure activities accommodate and promote inclusion in all aspects of the program.
- Attend to children's physical needs, which may include toileting and eating.
- Facilitate activities with children on an individual and group basis.
- Discuss background information with parents; and reports any incidents or concerns to supervisor.
- Attend regular staff meetings with staff, families, and Supported Child Development.
- Ensure program spaces meet Provincial Licensing Requirements and centre policies and procedures.
- Record pertinent information daily in the communication book.
- Responsible to fill out any Incident or First Aid Report forms.
- Other related duties as assigned and may vary according to facility.

### REQUIRED QUALIFICATIONS:

- Completed a course, or a combination of courses, or work experiences of at least 20 hours in child development, guidance, health and safety, nutrition or other childcare related topics.
- Up to 2 years working with children with additional support needs.
- 19+ years of age.
- Standard or Emergency First Aid and CPR Level C (or higher).
- Successful candidates will be required to pass a criminal record check.
- Upon hiring, attain BCRPA High Five - Principles of Healthy Child Development Certification.

### DESIRED QUALIFICATIONS:

- Previous experience working with children, or an equivalent combination of education and experience.
- Experience working with children that require extra support.
- Training or courses in behavioural or developmental challenges, ASD or Special Needs.
- Courses related to child development and/or challenging behaviours.

### HOURS OF WORK AND REMUNERATION:

- 12 – 16 hours per week.
- Monday to Friday 2:00pm – 6:00pm.
- Variable hours during Pro D Days, Winter and Spring Break, Summer camps.
- \$22.89 – \$25.77 per hour (*Wages as of September 1, 2024*).

**Please send Resume, Cover Letter and References by email or drop off in person to:**

Alex Ngai – Child Development Coordinator – [angai@richmond.ca](mailto:angai@richmond.ca)  
South Arm Community Centre – 8880 Williams Rd, Richmond BC, V7A 1G6

The deadline for receiving applications is **ongoing until position is filled**.

The South Arm Community Association thanks all applicants in advance for their interest.  
Only those candidates under further consideration will be contacted.