



## Connections Kids Club

<b>Job Posting: School-Aged Childcare Worker (Causal/On-Call)</b>						
Posting Date:	Jan 09, 2026	Closing Date:	Jan 23, 2026			
Competition #	BAS-Causal	Location:	Richmond Area			
<b>Summary Statement:</b>						
You will deliver childcare programming to school-aged children, including children with special needs, and develop and implement developmentally appropriate educational and recreational activities for before- and after-school programs, including during school holidays.						
<b>Overview:</b>						
<b>Position Title:</b>	School Aged Child Worker – Causal/ On Call	<b>Headquarters:</b>	110-7580 River Road, Richmond BC V6X 1X6			
<b>Program:</b>	Connections Kids Club	<b>Department:</b>	Children's Program			
<b>School Location:</b> Richmond Area						
<b>Status:</b>	Bargaining Unit	<b>Classification:</b>				
<b>Relationships:</b>						
Reports to:	Childcare Manager/Operation Manager/Executive Director					
Subordinate Staff:	Volunteers					
Internal Contacts:	All CCSS Staff and Volunteers					
External Contacts:	School District, community partners, parents, social media					
<b>Job Summary:</b>						
<ul style="list-style-type: none"><li>➤ Plan, lead, and participate in developmentally appropriate activities for children, including crafts, games, sports, and outdoor play.</li><li>➤ Provide guidance, role modeling, and supervision to ensure a safe and inclusive environment.</li><li>➤ Assist children with daily routines, problem solving, and conflict resolution.</li><li>➤ Maintain program supplies and spaces in an organized and safe manner.</li><li>➤ Prepare and serve snacks in line with program guidelines.</li><li>➤ Communicate effectively with parents, guardians, and colleagues.</li></ul>						
<b>Schedule and Availability:</b>						
<b>Split-shift schedule, Monday to Friday (subject to change):</b> <ul style="list-style-type: none"><li>• Morning: 6:30 – 9:00 a.m.</li><li>• Afternoon: 2:30 – 6:00 p.m.</li></ul>						
<b>Education, Experience, and Qualifications:</b>						
<ul style="list-style-type: none"><li>• Must be at least 19 years or older</li><li>• Valid First Aid Certificate (minimum two years remaining at time of hire)</li></ul>						



- Completion of at least 20 hours of coursework in child development, guidance, health and safety, or nutrition OR Responsible Adult Certificate
- Experience working with school-aged children.
- Ability to provide mature, caring, and responsible guidance to children.
- Ability to run, play, lift up to 25 lbs, and respond in emergencies.
- Successful Criminal Record Check prior to hire.
- Proof of up-to-date immunizations.
- Food Safe Certificate is an asset.
- Energetic, engaging, and enthusiastic when working with children.
- Provide three references (one character reference and two work-related).

#### Key Duties and Major Responsibilities:

##### A. Individual Group and Client Support

- Plans, carries out and evaluates age-specific activities for children in the centre or in the community. Develops daily schedules that include indoor/outdoor, active/quiet and individual/group activities. Monitors children's conduct and ensures their safety.
- Develops individualized and group programs depending on children's needs. Recommends referrals or additional services for children with professionals such as behavioural therapists, occupational therapists and speech language pathologists.
- Provides behavioural intervention and support for children to assist in the development of their physical, cognitive, emotional and social skills.
- Reports on progress, behaviours of children and other outstanding issues. Maintains required records and statistics.
- Participates in short- and long-term planning and evaluation of school aged child care programs offered by the organization. Provides recommendations for change to the supervisor.
- Attends to children's special and physical needs such as toileting, eating and transferring.
- Ensures a healthy and safe environment in which the children can interact. Observes and removes potential hazards.
- Administers first aid and medication as required.
- Communicates with families about children's growth and development. Requests input from and participation of parents in the development of programs. Confers with parents with regard to unusual or problematic issues.

##### B. Community Liaison

- Maintains awareness of community resources and supports.
- Liaise with community service providers and professionals to coordinate services, referrals, and represent the program at external events.

##### C. Administrative/Miscellaneous

- Maintain program records, statistics, and reports as required.



- Contribute to program development, evaluation, and policy recommendations. Support reporting requirements for funders and partners as needed.
- Purchase program and snack supplies using petty cash and submit receipts as required.
- Participate in regular supervision and follow ethical standards outlined by the Child and Youth Care Association of BC.
- Adhere to all licensing regulations and organizational policies.
- Perform other related duties as assigned.

#### **Additional Information:**

- Positions available for split shifts: Morning shifts (6:30–9:00 a.m.) and/or Afternoon shifts (2:30–6:00 p.m.)
- This is a casual/on-call position, providing backup coverage across sites.
- Extra hours may be available on non-instructional days, early dismissals, and school breaks.
- Wage: \$20/hour (per BCGEU School Age Worker benchmark)
- Membership in the BCGEU is a condition of employment.

#### **How to Apply:**

Please submit your resume and cover letter outlining how your skills, experience, and knowledge support success in this role to: [bas@ccssociety.ca](mailto:bas@ccssociety.ca)

#### **Important:**

- Reference Competition # BAS-Causal in the subject line.
- Applications without the competition number will not be reviewed.
- No phone calls, please. Only candidates selected for interviews will be contacted.

