

SCHOOL AGED CHILD WORKER (Richmond)

Connections Kids Club (CKC) - Before and After School Program

Position Classification: School Aged Child Worker

Status: Full-Time, Bargaining Unit Position

Wage: \$23.95 per hour (2026 JJEP Wage Grid – Grid 9, Step 1)

Location: Program sites throughout Richmond, including Blundell Elementary, Cook Elementary, Spul'u'kwuks Elementary and Tait Elementary. The successful candidate's primary work location will rotate every three (3) school years among Richmond program sites based on operational requirements.

Schedule: Split-shift schedule, Monday to Friday: Morning 7:45–9:00 a.m.; Afternoon 2:30–6:00 p.m.; plus, administrative hours from 10:00 a.m. to 1:30 p.m. on two days per week (days vary based on operational requirements). Full-time staff must be available to attend both morning and afternoon shifts.

Hours: Scheduled for approximately 30–35 hours per week, subject to funding, operations and enrolment, with flexibility for early dismissals, Pro-D days, and school breaks

COMPANY SUMMARY

Connections Community Services Society (CCSS) is a community-based non-profit organization dedicated to strengthening individuals, families, and communities through inclusive, responsive, and culturally respectful services.

We are seeking an energetic and dedicated School Aged Child Worker to join our Connections Kids Club (CKC) team, delivering high-quality before and after school programming at school sites across Richmond.

POSITION SUMMARY

The School Aged Child Worker is responsible for providing high-quality childcare and recreational programming for school-aged children in before- and after-school programs, school holidays, and camp settings. This position supports the physical, emotional, social, cognitive, and cultural development of children through the planning and implementation of safe, inclusive, and developmentally appropriate activities.

The School Aged Child Worker fosters a positive and supportive environment that encourages children's participation, independence, and well-being, including supporting children with diverse abilities and needs, and building positive relationships with children, families, schools, and community partners.

KEY RESPONSIBILITIES

Child Supervision & Daily Caregiving



- Plan, carry out, and evaluate age-specific activities, with daily schedules balancing indoor/outdoor, active/quiet, and individual/group experiences.
- Ensure the safety, well-being, and continuous supervision of all children during every shift, maintaining required supervision ratios under licensing requirements.
- Attend to children's special and physical needs, such as toileting, eating, and transferring.

Program Support & Activity Facilitation

- Develop individualized and group programs based on children's needs and provide behavioural intervention and support in collaboration with families and professionals (e.g., behavioural therapists, occupational therapists, speech-language pathologists).
- Participate in program planning and evaluation, maintain required records and statistics, and report on children's progress and outstanding issues.

Health, Safety & Environment

- Maintain a healthy and safe environment; observe and remove potential hazards; respond to emergencies and incidents following established procedures.
- Administer first aid and medication as required and complete all incident reports and notifications.

Family & Community Engagement

- Communicate with families about children's growth and development, invite parent input and participation, and confer with parents regarding unusual or problematic issues.

REQUIRED QUALIFICATIONS

- Must be at least 19 years of age (licensing requirement).
- Grade 12 graduate
- Completion of a minimum of twenty (20) hours of coursework in child development, child guidance, health and safety, or nutrition, or possession of a valid Responsible Adult Certificate.
- Minimum six (6) months of recent related experience working with school-aged children in a childcare, recreation, educational, or community-based setting, or an equivalent combination of education, training, and experience.
- Successful Criminal Record Check, including Vulnerable Sector Screening.
- Valid Standard First Aid and CPR-B or CPR-C certification from a recognized provider (in-person certification required; online-only and/or unrecognized certifications will not be accepted).
- Proof of immunization compliance and tuberculosis (TB) clearance
- Valid FoodSafe Level 1 Certificate is considered an asset.
- Proof of legal entitlement to work in Canada.



- Applicants must provide three professional references from supervisors they have directly reported to within the past five years.

ASSETS

- Priority will be given to a candidate who has two (2) or more years of full-time experience working with school-aged children.
- Experience supporting children with diverse developmental, behavioural, or medical needs.
- Multilingual abilities and multicultural competence are significant assets.

WORKING CONDITIONS

- This position requires split shifts and involves working across multiple program sites and community locations, including outdoor settings in variable weather conditions.
- Staff must work effectively with a diverse group of children and practice in a culturally responsive and inclusive manner.
- Must be available to work on early dismissal days, Pro-D Days, and other program operating days outside the regular school schedule, as required.
- Some evening and weekend availability is required for specific program schedules.
- The successful candidate will serve as the designated Site Manager in accordance with Community Care Licensing requirements.
- The Society will be assigned to the primary working location for each successful candidate.

HOW TO APPLY

Please submit your resume and cover letter outlining how your education, experience, and skills align with this position to CKC.Recruitment@ccssociety.ca

Please include **“School Aged Child Worker – Richmond”** in the subject line of your email.

No phone calls, please. Only applicants selected for an interview will be contacted.

