



**January 16, 2012**

**PlayCare Staff – Substitute  
Downtown Branch**

**Placement: February**

**Wage Rate: \$15.10 per hour**

**Nature and Scope:**

Reporting to the Shift Supervisor, the Playcare Staff provide a high-quality childminding program; the age range is from 3 months to 6 years of age. The successful applicant will ensure that children are well-supervised and provided with developmentally appropriate activity options.

This is classified as a Casual position, and in addition to the hourly wage, the incumbent will qualify for a facility pass to our fitness centre, and a uniform. Some flexibility in work schedule is required to accommodate the needs of the position; the program operates Monday-Saturday 8:45 am -1:00 pm, and Tuesdays and Thursdays 4:45-7:15 pm. The hours of work will vary.

**Major Responsibilities:**

- To read, understand and follow all YMCA-YWCA policies and procedures, and adhere to program standards
- To interact directly with the children, leading activities and games (the children are from 3 months to 6 years of age)
- To provide leadership to the planning and implementation of a consistent child centred program in accordance with YMCA-YWCA standards
- To establish and maintain positive daily communication with parents
- To maintain a neat, orderly, and clean environment, including all activity areas and washrooms
- To ensure that all safety and supervision standards are implemented and maintained according to YMCA-YWCA requirements
- To release children only to those authorized by parent / guardian, to ask for identification in order to ensure that the authorized pick-up has been verified
- To maintain confidentiality of all information related to the centre, the children, their families, and staff
- To maintain regular attendance, punctuality and to be appropriately dressed and well groomed

**Qualifications:**

- Experience working with children in a child care/ recreational setting
- Standard First Aid and CPR certification is required
- Clear criminal record check with Vulnerable Sector clearance is required

**Competencies:**

In addition to bringing a commitment to YMCA Vision and Values, and an Orientation to Service, the candidate should possess the following competencies:

- Communication
- Concern for Health and Safety
- Creativity and Innovation
- Team Work
- Leadership

*Please submit cover letters and resumes, complete with an outline of the days and times that you are available, by January 30<sup>th</sup>, 2012 to:*

Coordinator, Program Support Services  
851 Broughton Street  
Victoria, BC V8W 1E5  
Fax: (250) 380-1933  
**Email:** [ebroome@victoriay.com](mailto:ebroome@victoriay.com)

***The YMCA-YWCA of Greater Victoria is an equal opportunity employer.***