



BUILD A CITY. BUILD A FUTURE.



Community Services Assistant 1 – Before & After School Care - Junior Leader

As one of the fastest growing cities in Canada, City of Surrey is a globally recognized leader in building vibrant, sustainable communities through technology and innovation.

City of Surrey employees are talented innovators, inspired by meaningful work and the opportunity to drive our city—and their careers—forward.

Build a City. Build a Future at the City of Surrey

SCOPE

Spend the school year creating positive recreation experiences for children 5-12 years old.

As part of the Community and Recreation Services Division, you'll be working in a fast-paced, creative environment focused on delivering active, safe programs for children to develop their skills, while meeting new friends. The City of Surrey is a HIGH FIVE® registered organization. We are committed to ensuring that every child in our programs has a positive recreation experience. Our licensed Before and After Care programs incorporate outdoor play, engaging activities, a fun atmosphere, and a great place for children to spend their time before and after the school day.

EMPLOYMENT STATUS

UNION - CUPE LOCAL 402 - AUXILIARY.

RESPONSIBILITIES

We're looking for enthusiastic individuals who enjoy working with children 5 – 12 years old, and are:

- Flexible and able to quickly adapt to new environments and situations;
- Creative and passionate about play;
- Strong team players, focused on providing great customer service;
- Self-motivated and can take initiative with little supervision;
- Great communicators with the ability to work with people of all ages;
- Highly organized.

Community Services Assistant 1 – Junior Leaders are responsible for providing Before and After Care participants with an active, safe and stimulating environment to develop social skills and general well-being. They are responsible for the licensing paperwork, communication with staff and supervisors, staff mentorship, and great customer service.

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QUALIFICATIONS

Before and after School Care is a Licensed program and the following are requirements of the position as per the Community Care and Assisted Living Act – Child Care Licensing Regulation:

Responsible adults (29)

To qualify for employment in a community care facility as a responsible adult, a person must:

- Be at least 19 years of age;
- Be able to provide care and mature guidance to children;
- Have completed a course, or a combination of courses, of at least 20 hours duration in child development, guidance, health and safety, or nutrition, and;
- Have relevant work experience.

Additionally, the **Community Services Assistant 1 – Junior Leader** will have:

- Demonstrated effective leadership skills.
- The ability to establish and maintain effective working relationships with program participants, volunteers, staff, and the public.
- Completed Grade 12
- High Five certification or an acceptable equivalent
- Current Emergency First Aid and CPR certificates

Other Information

Pay Grade: Schedule "D"

Hourly Rate: \$21.64 (January 2024 Rate)

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