



SOUTHRIDGE.  
We are all one.

ONE IDEA CAN INFLUENCE THE WORLD.

ONE VOICE CAN CONNECT A COMMUNITY.

ONE SPIRIT CAN INSPIRE OTHERS TO SOAR.

ONE COMMUNITY CAN CONTRIBUTE EXTRAORDINARILY.

Southridge is a co-ed, independent day school located in South Surrey, BC with 688 students enrolled in Kindergarten through Grade 12. Our mission is to develop well-rounded students with the love of learning, integrity, character and confidence to realize their full potential and make a difference in the world.

Southridge has affectionally been described as 'a lighthearted place of serious purpose' and we want you to know...it's true! If you're interested in working in an energizing environment with a team of dedicated professionals who like to work hard and have fun, please keep reading...

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#### POSITION DESCRIPTION:

##### AFTER SCHOOL CLUBS INSTRUCTORS (PART-TIME)

If you're a passionate and creative educator who is committed to leading and directing both group and individualized activities and experiences for students, Kindergarten through Grade 7, we invite you to apply to the following part-time positions, working from 2:00 pm to 6:00 pm, that will run after school:

- Early Childhood Educator - After School Clubs Instructor
- Child and Youth Care - After School Clubs Instructor
- Responsible Adult - After Schools Clubs Instructor

Reporting to the After-School Clubs Coordinator, the After-School Clubs Instructor's role is to lead and direct a range of group and individualized activities and experiences that are developmental appropriate and interesting to children between 5 and 12yrs old in and outside the classroom. The instructor will be required to work in a team setting while managing the day to day procedures of the program. The successful applicant will have a strong understanding of child development and guiding/ caring techniques.

#### Duties and Responsibilities:

1. Lead, direct, and assess developmentally appropriate activities and experiences in harmony with the School's Vision and Mission
  - Be able to make adjustments to activities as limitations arise,
  - Be able to communicate individual and group needs,
  - Be able to report on progress and behavior in a positive, respectful way



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- Check the program supplies to make sure they are adequate and ensure the supplies such as games and crafts are varied enough to offer a stimulating program
  - Organize space, equipment, and materials before, during and after activities.
  - Treat all students with dignity and respect and reinforce the behaviour expectations of the Junior School when needed
2. Ensure guidance of children's behaviour that encourages positive self-concept
- Set reasonable behaviour expectations consistent with School's philosophy and policies
  - Provide positive guidelines such as redirecting, positive language, proximity, and positive reinforcement
  - Immediately and appropriately address problem behaviour
  - Follow behaviour guidance and policies established by the School and consistent with accepted practice in the field
3. Ensure the child's environment is healthy and safe
- Follow the School's procedures for administering medications and maintaining health records
  - Report all accidents, injuries and illnesses to the After-School Clubs Coordinator or delegate and record such incidents in the daily log book or complete serious incident form if necessary
  - Monitor the environment for hazards
  - Update self daily on children's allergies and other special conditions
  - Establish daily eating routines that are fun for children
  - Report all incidents of child abuse to the After-School Clubs Coordinator and follow School procedure and government regulations
  - Release children only to authorized persons
  - Oversee and provide adequate supervision of students at all times while ensuring their well-being and safety
  - Respond to illness and injuries, including providing safety oriented first-aid care
4. Ensure positive communication with families
- Be able to discuss the programs daily events and the child's daily progress with parents
  - Accommodate the parent's instructions for daily routines when possible within group routines
  - Be able to report on progress and behavior in a positive, respectful way
  - Support the School's commitment to its community members and ensure positive and respectful communication with families, faculty, and staff



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- Promote & support the Club's philosophy and code of ethics

5. Contribute to the ongoing operations of the centre

- Follow procedures: opening, closing, daily setup, daily take down, attendance keeping, dismissal, safe release, discipline, medical, allergy, safety, and all other procedures
- Maintain a daily log book with all accidents, injuries, illnesses, parent communication, program needs, and irregular occurrence.
- Maintain a safe, attractive, and orderly environment and conduct regular daily cleaning of materials
- Maintain confidentiality of all information related to the Club's program and members
- Carry out the responsibilities assigned to you
- Supervise student volunteers
- Participate in the annual performance review process
- Contribute to annual plan for the After-School Clubs
- Attendance and participation is required for staff meetings
- Maintain regular attendance and punctuality

Qualifications:

- ECE License to practice or Child and Youth Care Student or 20 hours of Responsible Adult Certification
- Experience working with children in a child care/ recreational setting
- Current Emergency Child Care First Aid & CPR Certificate
- Medical Clearance
- Satisfactory completion of a criminal record check

Skills:

- Friendly and professional and possess a positive attitude
- Reliable, accountable and dependable
- Effective communication and interpersonal skills
- Proficient in organization and time management
- Sound judgement in difficult situations
- Must enjoy working in a fast paced, challenging and changing work environment
- Ability to work independently and exercise initiative
- Ability to supervise peers
- Strong problem solving and multitasking ability
- Ability to maintain a high level of confidentiality



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Southridge offers a competitive salary and benefits package. Preferred candidates will be required to complete a satisfactory Criminal Records Check.

To apply for this position, please visit our ['How to Apply'](#) page for step-by-step instructions on submitting an application through our online system. The closing date for this posting is **July 13, 2018**.

To learn more about our school, explore our website: [southridge.bc.ca](http://southridge.bc.ca).

*We thank all applicants for their interest. Only those under consideration will be contacted.*