



Kitsilano Neighbourhood House

Where the Westside Gathers

2305 - 2325 West 7th Avenue, Vancouver, BC V6K 1Y4
Telephone: 604-736-3588 Fax: 604-736-3640
www.kitshouse.org

Kitsilano Neighbourhood House Out of School Care Program Assistant - Internal/External Posting

Kitsilano Neighbourhood House is an exciting, innovative community service organization serving the Dunbar, Kitsilano, Jericho and False Creek neighbourhoods. **Kitsilano Neighbourhood House Out of School Care** program is looking for an enthusiastic, mature, dedicated, effective team member for the position of Program Assistant. The successful candidate will have excellent guiding and caring skills and the ability to work in a diverse, multi-cultural, and energetic environment

Job Overview:

To provide quality out of school care & kinder care, to children between the ages of 6 to 12, in an inclusive, multicultural and co-operative team in a 38 space licensed environment. As a part of a diverse childcare team you will be responsible for; program planning and delivery, program development and ensuring the safety and well-being of the children in the program. This position is a 35-hr/week full time position starting **August 25, 2008.**

Qualifications Required:

- Minimum 20 hrs of childcare training, in child development, guidance, health and safety and or nutrition.
- Related experience working in a school age childcare setting, working with kindergarten children an asset.
- Valid Child Safe First Aid Certificate.
- Class 4 driver license required or willing to obtain
- Strong planning, organizational, leadership, and communication skills.
- Ability/experience working with families of program participants.
- Ability to work in a multicultural, multi-programmed environment.
- Ability to work cooperatively in a non-profit and volunteer-based organization.
- Able to participate in activities with the children and work flexible hours.
- Creativity, initiative, enthusiasm, flexibility and a good sense of humor.
- Second language is an asset.

Job Details:

Salary: \$13.23-\$13.76
Schedule: Monday to Friday
Location: 2325 West 7th Avenue, Vancouver (7th and Vine St.)
Expected Start Date: August 25 – June 26th, 2008/09
Closing date: Monday August 11, 2008 at 5pm

Submit resumes and covering letters: lisa@kitshouse.org

Director of Childcare, Family and Youth Services

2325 West 7th Ave.,
Vancouver, B.C., V6K 1Y4
Fax: (604) 736-3640

We thank all applicants; however, only those candidates to be interviewed will be contacted. Kits House is an equal opportunity employer.