



**Little Mountain Neighbourhood House Society**  
3981 Main St, Vancouver, BC V5V-3P3  
Phone: 604-879-7104 Fax: 604-879-7113

## **EXTERNAL and INTERNAL JOB POSTING**

**Posting Date:** October 27, 2017

**Closing Date:** Until suitable candidate is found

**Starting Date:** November 14, 2017

### **MOSC – Out of School Assistant Coordinator**

#### **Job Summary**

Works with a team to support and direct the supervision of children ages 6 to 12 years old. If you love to work with school age children we would love to meet you.

#### **Key Duties**

- Supervises children, and staff of the program and reports back to the MOSC Coordinator
- Works directly with the MOSC Coordinator to develop the program
- Helps the MOSC Coordinator with the program (food, supplies, and materials) shopping
- Ensure that all safety standards are implemented and maintained.
- Establish and maintain positive daily communication with parents, children, and staff
- When the MOSC Coordinator is away for more than 2 weeks they will step in and oversee his/her duties while they are away. Working directly with the Child Care Manager during this time
- Maintains confidentiality, keeps records, and reports problems or concerns to Child Care Manager
- To follow LMNHS and MOSC's policy, procedures, philosophy and mission statement.
- Maintains/develops a toy/supply list, and lets the MOSC Coordinator know what needs to be replaced, replenished, or bought. They may also under the approval of the MOSC Coordinator help with shopping/purchasing these items
- Maintains the programs space, and toys and equipment
- Meets with the MOSC Coordinator weekly to discuss the programs
- Collect parent fees, and hands them into the MOSC Coordinator
- Maintains child staff ratio and complies with licensing regulations
- Attends and participates in staff meetings/workshops/and team building retreats
- Implements and takes part in program surveys
- Contributes in completing child surveys
- Reports any safety hazards to the MOSC Coordinator and the rest of the team
- Works as a team player

#### **Qualifications**

- Minimum age 19 years **required**
- School Age Certificate or Work experience with school age **an asset**
- First Aid Certificate **required**
- Class 4 drivers license **an asset**
- Completion of a clear Criminal Record Check by the Criminal Records Review Act. **Required**
- Character/Work references.
- Experience working with children in a child care setting
- Additional language/s, and experience in working in a multicultural environment is an asset
- Creative Initiative and a sense of humor

**Remuneration:** **\$17.16** per hour plus full benefits after a successful 6 months probationary period.

**Hours:** 25 hrs per week Mondays to Fridays (*hours could increase to 35 per week*)

Apply to: **Geraldine Clevette**  
**Child Care Manager**  
**Address:** 3981 Main Street  
Vancouver, BC V5V 3P3  
**Fax:** 604-879-7113  
**Email:** [geraldine\\_clevette@lmnhs.bc.ca](mailto:geraldine_clevette@lmnhs.bc.ca)

***SORRY NO PHONE CALLS PLEASE, ONLY SUCCESSFUL CANDIDATES WILL BE CONTACTED***

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