



Percy's Clubhouse · 2281 Henry Ave · Sidney, BC · V8L 2A8
Ph: 250-656-4228 · Email: percys.clubhouse@percysch.ca

Childcare Leader

About Percy's Clubhouse:

Percy's Clubhouse is a not-profit before and after school care facility located on the school grounds of Sidney Elementary School. We provide care for those students who attend Sidney Elementary from all-day kindergarten to grade five. Percy's provides care not only for before and after school, but during professional development days, winter, spring and summer holidays. We are open Monday to Friday, from 7:00 am to 5:45 pm and are closed on all statutory holidays. At Percy's, we strive to provide a quality program that encourages the child's growth. We believe in enabling children with a sense of personal responsibility, independence and self-esteem.

Nature & Scope:

We are looking for someone who can bring new and exciting adventures to our center. Someone who enjoys being outgoing, creative and flexible to changing situations with the children. You will help facilitate problem solving, communication and teamwork between the children. Teaching the kids how to play, use their imagination and be creative will help foster growth in all the children. It is rewarding to create relationships between all of the kids and to engage and learn about their different personalities, likes/dislikes and behaviors.

LEADER

JOB DESCRIPTION

(A) Program Management

1. Overall supervision of children registered in the program.
2. Maintain licensing standards as well as Percy's Clubhouse policies and procedures set out by the Board.
3. Ensure that a high standard of care is maintained with attention to physical safety and emotional, social and intellectual well-being of the children in care.
4. Ensure that all children are safe and well cared for, maintain and carry a first aid kit.
5. Ensure that the program room and equipment are clean and in good repair, this includes sweeping up, wiping tables, dish washing, etc.
6. Ensure provision of a varied program of creative activities, outings and supervised play, to meet the needs of the children in the program.
7. Organize, program plan, problem solve and generally maintain a well-run out of school care program.
8. Maintenance of open and frequent communication with parents.
9. Encourage involvement.

(B) Staff Duties

1. Greet all children and parents as they enter the program.
2. Share positive parts of the child's day, whenever possible.
3. Model appropriate staff behavior.
4. Perform any specific duties assigned to them by the administration.



Percy's Clubhouse · 2281 Henry Ave · Sidney, BC · V8L 2A8
Ph: 250-656-4228 · Email: percys.clubhouse@percysch.ca

5. Demonstrate an understanding of all safety procedures.
6. Support co-workers, mentor subs, help train new staff.
7. Recommend supplies and equipment appropriate to the program.
8. Report any necessary repairs and replacements to the supervisor in a timely manner.
9. Adhere to school policies and standards.
10. Report any issues with the school to the Administrative Coordinator.

(C) Administration

1. Become well informed of program policies and procedures.
2. Ensure that accurate registration and attendance records are kept.
3. Collect and record parent fees.
4. Write up any accident reports, behavior reports, etc.
5. Participate in any relevant school, board and staff meetings, as well as professional development meetings.