



Percy's Clubhouse · 2281 Henry Ave · Sidney, BC · V8L 2A8

Ph: 250-656-4228

Email: [percys.clubhouse@percysch.ca](mailto:percys.clubhouse@percysch.ca)

## Support Worker

### Make a Difference Every Day

Do you love working with kids, planning fun and creative activities, and being part of a caring team? Percy's Clubhouse is looking for a passionate **Child Care Leader** to join us for the 2025–2026 school year!

### About Us

Percy's Clubhouse is a vibrant, not-for-profit before and after-school care program located on the grounds of Sidney Elementary School. We care for children that are in Kindergarten to Grade 5, offering a safe, engaging, and nurturing space where kids can learn, play, and grow.

Through crafts, imaginative play, outdoor time, and special events, we create a program that's fun for both the children *and* the staff. Our mission is to support kids in becoming confident, responsible, and curious learners — and we'd love your help making that happen!

### Your Role as a Support Worker

We are seeking a dynamic and compassionate Support Worker to join our team. The ideal candidate is creative, outgoing, flexible, and passionate about working with children. This role is vital in helping children develop social skills, emotional intelligence, and imagination through play and structured activities.

You'll also play a key role in building strong, supportive relationships with the children, learning about their personalities, and fostering an inclusive environment where every child feels safe, heard, and empowered.

### Key Responsibilities

#### *Program Management*

- Supervise and ensure the safety and well-being of all children in care
- Maintain compliance with licensing regulations and Percy's Clubhouse policies
- Promote a nurturing, inclusive, and stimulating environment
- Plan and deliver a variety of engaging activities and outings
- Maintain a clean and organized program space, including light cleaning duties
- Communicate effectively with parents and encourage family engagement
- Always Carry and maintain a stocked First Aid kit
- Support the emotional, social, and intellectual development of all children



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### ***Staff Support & Teamwork***

- Greet children and families warmly at drop-off and pick-up
- Share highlights of the child's day with parents when possible
- Model positive and professional behavior for children and staff
- Support colleagues, mentor substitute staff, and help onboard new team members
- Participate in shared duties including craft prep, cleaning, and organizing activities
- Recommend and request program materials and supplies
- Report maintenance needs or safety concerns promptly
- Support school policies and communicate issues with the Administrative Coordinator
- Uphold Percy's Clubhouse policies and participate in ongoing staff development

### ***Child Support & Documentation***

- Build a trusting relationship with the supported child
- Collaborate with Queen Alexandra Hospital and other professionals as needed
- Create care strategies tailored to the supported child's needs
- Keep accurate logs of behavior patterns and support plans
- Document incidents, behavior concerns, and injury reports

Maintain up-to-date records of registration, attendance, and fee collection

### ***What We're Looking For***

- **Valid Early Childhood Education Certificate** or equivalent training
- **Standard First Aid & CPR Level C Certification**
- **Clear Criminal Record Check**
- A love for working with children, creativity, and a flexible attitude
- Strong communication and problem-solving skills

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### ***Why Join Percy's Clubhouse?***



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- Work in a fun, supportive, and community-oriented environment
  - Enjoy a flexible weekday schedule
  - Opportunities for **paid professional development**
  - Potential for contract renewal
  - Make a real difference in the lives of kids every single day
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