



BVO is now accepting resumes for an After School Assistant for our Kids Club. The successful applicant will be responsible for, but not limited to:

- Assist with a variety of children's activities including: outside & inside play, crafts and painting, etc.
- Engage with children and their families
- Available for staff meetings, continuous learning training and workshops
- Assist in tidy-up and does preliminary tidy-up
- Wash and sanitize dishware

Education:

- Graduate with a diploma in ECE
- Enrolled in an ECE Apprenticeship Course/On-Line ECE Course would be an asset
- Previous experience working with young children and parents
- Current or recent Criminal Reference Check
- Current First Aid Certificate

Required Skills/Knowledge:

- Enthusiastic, supportive, encouraging, resourceful and creative
- Organized and efficient
- Able to work independently and as part of a team

Conditions of Employment:

Permanent Part time (Regular Shift – 3:00 -5:30 p.m.; Monday to Friday)

Interested applicants are invited to submit a cover letter and resume with the subject line: After School Assistant Position to: admin@bvo.ca no later than **Monday, August 21st, 2017 @ 5:00 p.m.** Please contact **Carolyn Letourneau (Executive Director)** at **519-599-2577 ext.21** for further information.

We thank everyone who applies, however, only those selected for an interview will be contacted.

Making good things happen in our community!