

Preschool Assistant
Recreation Division

DEFINITION

Under the general direction of a Recreation Programmer or Program Technician, the Preschool Assistant is responsible for assisting the Preschool Instructor in managing and facilitating activities in Division Preschool programs. The Preschool Assistant will ensure the safety and well-being of participants, and will communicate and work cooperatively with participants, parents, the Preschool Instructor and supervisors. This position may act for the Preschool Instructor as required.

ILLUSTRATIVE DUTIES AND RESPONSIBILITIES:

- Prepares the room and equipment necessary for instruction prior to the start of the session.
- Welcomes children and provides accurate and enthusiastic feedback to children and their parents or caregivers.
- Assists in the planning and implementation of program and program related special events.
- Leads children in activities as directed by Preschool Instructor.
- Maintains a safe and clean work environment.
- Provides program activity feedback to Preschool Instructor.
- Ensures program equipment is appropriately stored following end of activity.
- Attends scheduled in-service training sessions.
- Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES ON THE JOB:

- Good working knowledge of delivering programs for children aged 3-5 yrs.
- Ability to give instruction in a safe, controlled and organized manner.
- Ability to work well with others.
- Demonstrates Saanich Core Competencies as they relate to this position (see all behaviour statements):
 - Adaptability - willingness to be flexible in a changing work environment
 - Relationship Building - establishes and maintains respectful and cooperative working relationships.
 - Effective Communications - communicates effectively with others.
 - Problem Solving - recognizes and acts to resolve problems.
 - Customer Focus - provides excellent service to both internal and external customers.

REQUIREMENTS:

- Completion of Grade 10.
- 3 months experience in related area of instruction.
- Satisfactory Police Information Check.
- Current Emergency First-Aid and CPR-C.

STANDARDS:

- Support and uphold the established policies and objectives of the Municipality and the Division in all areas of activity.
- Will not release or discuss non-routine municipal or departmental business without prior authorization.
- Adhere to all established municipal and departmental rules and regulations.
- Maintain the performance levels set by the Division in the execution of all duties and responsibilities.
- Maintain a cooperative working relationship with employees, management, Council and the public.
- Maintain regular communication with supervisors, keeping them fully informed of all non-routine, urgent and/or controversial matters.
- Shall not receive or solicit a subscription, gratuity, or fee for or in conjunction with any service or presumed service performed by him/her as an employee.