



Posting Date: May 26, 2023

Island Catholic Schools
Invites applications for:

**Out of School Care Worker at
Queen of Angels School in Duncan**
(Monday to Friday – 3 to 4 hours per day,
8 hours per day on Pro-d days, Christmas Break, Spring Break and last week in June)
September 6, 2023 – June 28, 2024

This position involves working in the Out-of-School-Care Program at Queen of Angels School.

Preference will be given to candidates with the following qualifications:

- Successful experience working with children
- Basic First Aid and CPR Certificate (an asset)
- Excellent communication and interpersonal skills
- Ability to work well with children, colleagues and administration
- Ability to use discretion when dealing with confidential matters
- Commitment to Catholic Education
- Must be 19 years of age or older
- Minimum qualifications - 20 hours of course work or workshops on nutrition, child development, early childhood education, child-minding, etc.(the 20 hour course can be completed online) http://www.carecourses.com/PublicPages/Bundle_British_Columbia.aspx
This can be completed prior to starting work if a person has not completed course work at the present time.

Please provide:

- Cover letter and resume OR cover letter and Support Staff Application Form (https://cisdv.bc.ca/wp-content/uploads/2022/02/SS_app_form_2015.pdf)
- Name and contact information of three references.

For further information, contact:

Mrs. Kathy Korman, Principal, Queen of Angels School
Phone: 250-746-5919

Applications should be forwarded to:

Island Catholic Schools Office
Attention: Superintendent of Schools
#1-4044 Nelthorpe Street, Victoria, BC V8X 2A1
Email: schools@cisdv.bc.ca
Phone: 250-727-6893

Only short listed applicants will be contacted. Position available until filled.

Successful applicant - Criminal Record Check will be required prior to starting work.

Licensing #1381622