



Island Catholic Schools

Invites applications for:

On-call Out of School Care Workers Schools in Port Alberni, Duncan, and Victoria Salary: \$21.32 – \$21.86

The Catholic Independent Schools of the Diocese of Victoria (CISDV) operates 5 schools on Vancouver Island – 4 elementary and 1 high school. Our schools are located throughout Vancouver Island, near the best sites and attractions that Vancouver Island and British Columbia has to offer.

This position involves working in Out-of-School-Care Programs and also includes coverage on Professional Development Days and Break Programs throughout the school year, if possible. **It is a great part-time job for university students.**

Preference will be given to candidates with the following qualifications and skills:

- Successful experience working with children
- Basic First Aid and CPR Certificate (an asset <https://www.redcross.ca/training-and-certification/course-descriptions/first-aid-at-home-courses/emergency-child-care-first-aid-cpr>)
- Excellent communication and interpersonal skills
- Ability to work well with children, colleagues and administration
- Ability to use discretion when dealing with confidential matters
- 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 <https://courses.rogerssociety.org/courses/responsible-adult-20-hour-course>) This can be completed prior to starting work if a person has not completed it at the present time

Please provide:

- Cover letter and/or resume
- Support Staff Application Form
- Name and contact information of three (3) references

Support Staff Application Form available on website: <https://cisdv.bc.ca/employment-opportunities/>

For further information, contact:

Mrs. Wendy Bird-Borau
Phone: 250-479-1237

Applications should be forwarded to:

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

Only short-listed applicants will be contacted.