



OSCA After Four/PD Day Counsellor

Want to work with kids and have a ton of fun at the same time? If so, our After-Four/PD Day Counsellor position is perfect for you! The After Four/PD day counsellor, as the employee of the Old Ottawa South Community Association (OSCA), is expected to assist in creating, organizing and instructing recreational programs for children and youth at the Firehall.

General Responsibilities

- Regularly and accurately follow through with policies and procedures as expected, especially with regard to OSCA and the City's health and safety policy which is clearly outlined in staff training and accessible to all staff.
- Regularly communicates with and advises staff and supervisors of pertinent information
- Follow proper attendance and sign out procedures.
- Assist in planning and animating daily activities and ensuring supplies are sufficient.
- Ensure areas are properly cleaned at the end of the day.
- Follows proper discipline procedure which comprises time outs and consequences.
- Ensure all discipline issues are communicated with the After-Four Coordinator
- Ensure all safety procedures – as outlined during staff training – are followed
- Ensure all accidents are properly reported

Requirements for Position

- Standard First Aid, CPR C & AED
- Valid Police Records Check
- Accessibility for Ontarians with Disabilities (AODA) and IASR training completed
- Complete Worker Health and Safety Training
- Strong leadership and teamwork skills;
- Excellent communication and interpersonal skills;
- Strong interest in working with children
- Energetic, yet patient, when dealing with youth;
- Skilled in planning and organizing activities;
- Is able to follow safety precautions when on site;
- Is able to follow direction and policies, as well as interpret and implement performance feedback in a timely and appropriate manner.

Starting rate: \$13.15 - \$14.00 per hour

If you are interested in applying, please send your cover letter and resumé to Sarah Cybulski at sarahc@oldottawasouth.ca. Please note that due to the high volume of applications, only those selected for an interview will be contacted.