

JOB POSTING

Job Title: Saturday Club Counsellor	Status: Part Time
Program: Just Kids	Start Date: ASAP
Location: Surrey	Hourly Rate: \$22-\$23
Hours: 7 hours per week	Posting #: 26-JK-001
Schedule: Saturdays	Closing Date: Until Filled

The Elizabeth Fry Society of Greater Vancouver (EFry) is a charitable organization that supports women, girls, and children at risk, involved in or affected by the justice system. Our programs work to break the cycle of poverty, addiction, mental illness, homelessness, and crime.

We are recruiting a Part Time After School Counsellor, for Just Kids program. Located in Surrey, the primary adults are responsible for running the EFry After school program at Rosewood. This includes chaperoning outings to local amenities, physical activities, Arts and Crafts, teaching life skills, ensuring health and safety protocols are followed at all times.

KEY RESPONSIBILITIES:

- Assume responsibility for safety and supervision of the children (be familiar with risk management plan) and report all safety incidents to the JustKids Supervisor.
- Follow camp objectives, rules, policies and guidelines.
- Facilitate all camp activities and supervise all assigned aspects of the campers' day, including snack times, recreation and enrichment activities.
- Complete all required reports including daily logs and incident reports.
- Problem solves through situations and seeks assistance when necessary.
- Work to ensure all attendees are comfortable, safe, and feel included and participate in all activities.
- Sets positive examples for children and others including cleanliness, punctuality, sportsmanship, manners and sharing in clean-up chores.
- Encourages respect for personal property, program and recreation equipment, and facilities.
- Resolves conflicts among attendees, uses Trauma Informed Practice and behavior management training to resolve issues, communicates any application of behavioral consequences to the supervisor immediately.
- Reports on the need for supplies to JustKids supervisor.
- Performs other related duties as required.

QUALIFICATIONS:

- Minimum Grade 12 / Some Post-Secondary Education in a related field would be beneficial.
- At least one year's relevant work experience is typically required for this position. Previous counsellor's experience would be an asset.
- Demonstrated sound leadership and supervisory skills
- Excellent interpersonal behavior and communication skills. Particular emphasis on clear communication through text, call and email when passing information to parents.
- Good organization, time and general management skills. Punctuality and accurate record keeping is essential.
- Well-developed written and verbal communication skills

- Good logistical problem-solving skills
- Ability to function as a team member and enjoy working and engaging in children and demonstrate patience and understanding.
- Ability to diffuse situations and follow all policies and procedures as outlined in the camp manual.

MANDATORY JOB REQUIREMENTS:

- Food Safe Level 1.
- Standard First Aid with CPR-C.
- Evidence of COVID-19 vaccination status.
- Evidence of a Tuberculosis Test and compliance with the TB Control Program.
- Doctor's Note of fitness required.
- Satisfactory Criminal Record Review (Vulnerable Sector Search-Ministry and RCMP).
- Immunization Record

Benefits:

- Company events
- Casual dress

EFry is an equal opportunity employer and is committed to building a diverse workforce and strongly encourages applicants that represent those we serve. We welcome applicants with non-traditional educational backgrounds and field experience.

Interested candidates must submit a cover letter and resume to [hiring@efry.com](mailto: hiring@efry.com) with the subject line **SCC 26-JK-001**.

We thank all applicants for their interest in this opportunity; however, only those selected for an interview will be contacted.