



Child Care Leader Job Description and Qualifications 2018 2019 School Year

Available Shifts: Weekday mornings (7:00 am - 9:00 am)
Weekday afternoons (2:30 pm - 5:45 pm - shift ends between 5:00 pm and 5:45 pm)

Rate of Pay: \$16.00 to \$18.00 per hour

Job Duties:

- Work with children in a licensed, ratio-based before and/or after school care setting, Professional days, Spring and Winter Camp days.
- Responsible for the supervision of children, with a focus on positive interaction at all times
- Maintain daily attendance records and communication logs
- Contribute ideas to activity and snack calendars, assist with snack preparation
- Providing inclusion in the Centre's activities, as much as possible
- Works with and maintains the Societies rules and policies
- Effectively communicate with children, parents, management and fellow staff members.
- Work well independently and as part of a team.
- Adheres to all staff policies (regarding sick time, appropriate clothing, etc.).
- Follow all licensing regulations and staff policies.
- Attend staff meetings and workshops as required.
- Reports directly to our Management team.
- Maintain confidentiality regarding the families in our care.
- Other job related duties as specified in the Staff Handbook

Qualifications:

- Previous child care experience in a licensed child care and/or recreation based setting, special needs experience an asset
- Minimum 20 hours of courses in child development, guidance, health and safety, or nutrition; supporting documents required
- Criminal Record Check – must be in good standing.
- Current Standard First Aid and CPR (C), copy of First Aid Certification required.
- Strong written and verbal communication skills
- Experience with Microsoft programs, including Word, Excel, Publisher
- Strong interpersonal skills
- Ability to work well both as part of a team and with minimal supervision.
- Personal suitability.
- Must be 19 years or older, as per licensing requirements....
- Class 4 Driver's License an asset
- Positive attitude, a smile and a sense of humor!

Working Conditions

Each successful candidate must be able to:

- Lift a child
- Play games and activities with the children, which can include running, bending, walking, hiking, etc.
- Will be required to do some janitorial duties