

JOB POSTING

Part-Time After School Childcare Officer

Anticipated start date:	August 27, 2018
Terms of employment:	Part-time term (September to June 2019) <i>(may lead to full-time summer work for eligible students)</i>
Starting wage:	\$13.77/hour
Hours of work:	Monday, Tuesday, Thursday, Friday: 2pm-6pm Wednesday: 1pm-6pm <i>(full days during Pro-D day Fridays & Spring Break, and special events as required)</i>
Application deadline:	August 10, 2018
Number of positions:	1

Job Description:

The Exploration Place is seeking an **enthusiastic, outgoing, motivated and energetic person to fill the position of part-time After School Childcare Officer**. The Childcare Officer delivers high quality childcare programming and develops positive working relationships with families in the Fort George Explorers After-School Care program. Reporting to the Childcare Coordinator, the Childcare Officer provides hands-on science and heritage activities and interactive supervision for to up to 25 children between the ages of five and twelve.

Hours & Benefits:

This is a part-time term position, Monday to Friday, 4 hrs/day (5 hrs/day on Wednesdays; some full days on School District #57 Pro-D days and Spring Break; some evenings and weekends as required for special events.) After a 3-month probationary period, benefits include an Exploration Place facility membership. This position may lead to full-time summer work for eligible students.

Functions:

- Maintain equipment and supply inventory for the after-school care program
- Implement developmentally-appropriate school-aged programs
- Ensure the safety and stewardship of the children in our care
- Adhere to and promote Northern Health Child Care Licensing policies and procedures, as well as the childcare policies of The Exploration Place
- Ensure accurate enrollment records
- Establish and maintain positive working relationships with staff, volunteers, parents, and children
- Ensure program and administrative tasks are completed (daily log, opening & closure procedures, incident/accident reports)
- Maintain confidentiality of all information related to the program, the children, and their families
- Lead children in monthly fire drill procedures
- Help set up and transform multi-use spaces that are shared with other programs and departments on a regular basis
- Maintain a neat, orderly, and clean working environment, completing all required housekeeping and sanitizing duties in compliance with Northern Health Child Care Licensing procedures

- Assist other museum departments during special events and as required

Desirable Qualifications:

- Have, or be willing to obtain, Class 4 driver's license
- Completion of at least one year of post-secondary education in science, heritage, technology, education or engineering
- Solid understanding of child care licensing policies and procedures
- Proficient in MS Office including Word, Excel and Outlook
- Food Safe certificate

Job Requirements:

- Experience working with school-aged children
- Excellent written and verbal communication skills
- Be at least 19 years of age
- Willing to submit to and pass a criminal record check
- Have, or be willing to obtain, training related to childhood development, guidance, health and safety, and/or nutrition
- Have, or be willing to obtain, a valid first aid certificate and CPR certification
- Ability to work in a fast paced, customer-orientated facility in cooperation with other staff and departments

No phone calls please. Only applicants chosen for an interview will be contacted.

Please email, fax, or drop off a resume and cover letter to:

Robyn Reimer, Childcare Coordinator
The Exploration Place
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