

## JOB POSTING

3/4 Time After-School Childcare Officer

<b>Anticipated start date:</b>	June 25, 2018
<b>Terms of employment:</b>	3/4 time; Permanent (Full-time during July and August)
<b>Starting wage:</b>	\$13.77/hour
<b>Hours of work:</b>	July-August: Mon-Fri 8:00am-5:00pm September-June: Mon/Wed/Fri 9:30am-6:00pm; Tue/Thurs 1:00pm-6:00pm <i>(occasional evening and weekend hours for special events as required)</i>
<b>Application deadline:</b>	June 22, 2018
<b>Number of positions:</b>	1

### **Job Description:**

The Exploration Place is seeking an **enthusiastic, outgoing, motivated, and energetic person to fill the position of 3/4 Time After School Childcare Officer**. The Childcare Officer delivers high quality childcare programming, performs administrative duties, and develops positive working relationships with families. Reporting to the Childcare Coordinator, the Childcare Officer provides hands-on science and heritage activities and interactive supervision for up to 25 children between the ages of five and twelve.

### **Hours & Benefits:**

During the months of July and August, this is a full-time position (40hrs per week). From September to June, this is a 3/4 time permanent position, approximately 34hrs per week. After a 3-month probationary period, benefits include full extended health and dental benefits; 2 weeks of vacation accrual; sick leave accrual; access to preschool and after-school care services for your children as a taxable benefit; and an Exploration Place facility membership.

### **Functions:**

- Educate and care for up to 25 children between the ages of 5 and 13, ensuring safety and stewardship of the children and the immediate physical environment.
- Plan and evaluate developmentally appropriate school-aged programs including after-school care, summer care, and spring break camps.
- Maintain equipment and supply inventory for after-school care program; collaborate with Childcare Coordinator to track supplies and purchase new and replacement items when necessary.
- Plan and administer the Fort George Explorers Healthy Snack Initiative in collaboration with Childcare Coordinator, and prepare snack daily (with the help of the children when possible).
- Cleanliness and maintenance of the museum's kitchen area.
- Solid working knowledge of Northern Health Child Care Licensing Regulations, ensuring compliance at all times.
- Keep accurate enrollment and attendance records with up-to-date registration information and ensure open communication about any registration changes with the other Childcare Officer(s).
- Communicate with parents in a respectful, timely and effective fashion.
- Create monthly parent newsletters and calendars that communicate activities, updates and information to parents about our programs and the museum's upcoming events.
- Keep daily log book up to date, as per Child Care Licensing Regulations, recording all activities, illnesses reported, number of children present, and general observations about the day.
- 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 prescribed housekeeping, cleaning, and sanitizing duties in the childcare spaces and kitchen, as required by our policies, as well as licensing regulations.
- Assist the Childcare Coordinator with the care and maintenance of the museum's fleet.
- Maintain a clean driver's abstract and Class 4 BC Driver's License.
- Safely drive the after-school care shuttle to transport participant children from their schools to The Exploration Place daily.
- Seek professional development activities of at least 20 hours annually.
- Assist other museum departments during special events, and as required.
- Assist in the ongoing development of the Explorers Urban Garden Project.

**Desirable Qualifications:**

- Completion of at least one year of post-secondary education in science, heritage, technology, education or engineering
- Solid understanding of Northern Health Child Care Licensing Regulations
- Proficient in MS Office, including Word, Excel and Outlook
- Food Safe certificate
- Responsible Adult Certification or other childcare-related training

**Job Requirements:**

- Experience working with school-aged children
- Excellent written and verbal communication skills
- 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
- Be a self-motivated team player
- Must possess excellent time management and multi-tasking skills
- Have, or be willing to obtain, a Class 4 driver's license

**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  
 P.O. Box 1779  
 Prince George, BC V2L 4V7  
 333 Becott Place (at the end of 20<sup>th</sup> Ave. in Lheidli T'enneh Memorial Park)  
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