

JOB OPENING

The Comox Military Family Resource Centre – Kinnikinnik Childcare Centre is currently looking for candidates to fill the Position of:

Out of School Program Assistant

JOB DESCRIPTION

Provide before and after school care for elementary school children, prepare and implement age appropriate activities.

Requirements

“Responsible Adult”/“Good Beginnings” course or a minimum of 20 hours of training in child development, guidance, health and safety or nutrition.

Preference will be given to candidates holding an Early Childhood Education (ECE) Assistant, ECE or Education Assistant Certification.

In addition we require the “Emergency First Aid for Community Service Workers Certificate”. Successful candidates must submit to a criminal record check.

Start date & hours

January 4th, 2021

25 hours/week: Before School **6:45-8:45am**

& After School Care **2:15-5:15pm**

Full days on Professional Development Days

COMPENSATION & BENEFITS

\$15.00 - Responsible Adult

\$16.20 - \$17.02 - ECE A, EA, Teacher

\$17.37 - \$18.56 - ECE

Depending on qualifications and experience

Compensation package includes:

- \$0.75/hour per certificate (IT /Special Needs)
- Wage enhancement as per government funding & guidelines
- Guaranteed hours
- 6% vacation pay
- Paid sick Leave
- 12 Statutory holidays
- Employee access to fitness facility
- Professional Development funds
- Extended Health/Dental*, Life Insurance*, Short-term disability*, Employee Assistance Program*
(*conditions apply)

Apply by email to apply@comoxmfr.ca. Application open until filled.



POSITION REQUIREMENTS

The Assistant works under the direction of the Program Supervisor to implement an emergent and play based program for elementary school children. He/she will provide quality childcare to military and community families.

RELATIONSHIPS

- Communicates daily with parents and guardians and relays information back to the team
- Follows the direction of the Supervisor when relaying information to the parents

DUTIES

- Uses the Ministry of Education's Early Learning Framework (ELF) as a resource
- Plans and implements an emergent curriculum in collaboration with the childcare team
- Ensures that the play environment is safe and child appropriate
- Take part in all aspects of the program (Crafts, Circle Time, in and outdoor activities) and supervises children
- Assists in the setup of the play environment
- Is always aware of the number of children in attendance, ensuring that the children are signed in and out
- Housekeeping, including cleaning of play area, equipment and toys on a daily basis
- Participates in monthly fire and earthquake drills
- Participates in activities such as swimming at the Base Pool
- Documentation of incidents
- Uses communication book to share information with staff and parents
- Uses confidential book for information that is shared with staff only
- Follows opening and/or closing routines if scheduled
- Reports maintenance issues to the Program Supervisor
- Other duties as requested by the Supervisor
- Is familiar with the Childcare Centre Policies and Procedures
- Takes part in professional development opportunities.
- Recycling
- Ensures that the program and cubby areas look presentable

EDUCATION AND EXPERIENCE

- Responsible Adult Certificate or Early Childhood Education (ECE) or ECE Assistant Certificate for BC
- Emergency First Aid Certificate for Childcare or Community Service Workers
- Bilingual (French and English) would be an asset



SKILLS AND ABILITIES

- Excellent organizational, interpersonal and customer service skills
- Excellent oral and written communication skills
- Ability to motivate people
- Demonstrates initiative, creativity and resourcefulness
- Strong work ethics and positive attitude
- Good computer skills
- Flexible and accommodating to changes in schedule and need of the centre.
- Ability to work cooperatively with other team members
- Willing and able to mentor staff and ECE students
- Demonstrate the ability to prioritize task and meet deadlines
- Good time management skills
- Willingness to work flexible hours
- Willingness to undertake continuing personal and professional development.