



Job Title: Child Care Child Assistant / Child Care Worker

Reports to: Child Care Supervisor at scheduled site

Present Rate of Pay: As per the Timmins Family YMCA Pay grid

Present Hours of Work: 7:30a.m. to 5:30p.m. (8 hour shift)

Job Knowledge / Specifications

- Developmental Service Worker, Educational Support Diploma or equivalent human services diploma is an asset
- Must be over the age of 18 years old
- Excellent interpersonal and communication skills both written and verbal
- Ability to be a team leader in all aspects
- Must actively work towards maintaining a neat, clean, safe and well organized work area at all times
- Current First Aid / CPR C
- Clear Criminal Reference Check
- Follow and implement all of the YMCA of Timmins Policies and Procedures including YMCA Child Protection Policies and Procedures and training

Program

- Provide social, physical and emotional stability for child assigned to.
- Work with all outside organizations to meet child's needs and developmental goals.
- Be prepared for work with appropriate clothing for the weather
- Follow regular sanitization routines in accordance to the Minister of Health guidelines
- Monitor daily health and attendance of child assigned to.
- Ensure centre adheres to standards set by Ministry of Education, Health Department and Fire Department by participating in the program planning to ensure inclusiveness with assigned child.
- Serve and eat daily meals with the children encouraging them to eat a variety of nutritious foods through positive role modeling
- Assist in the distribution and the clean-up of snacks/lunch daily
- Responsible for daily snack clean up following kitchen procedures
- Responsible for physical condition of childcare room, playrooms, playground and gym
- Set up and clean program area according to Daily Checklist

- Work as a team member with all other staff and management
- Notify main office or General Manager if you are not going to be able to make it in for a shift due to illness or illness in the family
- To carry out other duties as assigned

Human Resources and Leadership Responsibilities

- Participate in all training and re-training events, these may be above and beyond regular working hours
- Achieve goals and objectives set out in individual plan
- Participate in staff meetings when require
- Acts promptly on all risk, health and safety concerns
- Demonstrate strong support and commitment to serving all participants
- Build positive interactions both internally / externally and support the actions of whenever possible
- Follow all Timmins Family YMCA Policies and Procedures
- To carry out other duties as assigned

Public Relations

- To provide **positive** feedback to parents regarding their child, informally and on a daily basis formally using standard YMCA Playing to Learn reports
- Ensure the regular use of multi-medium communication to and from families
- Demonstrate strong support and commitment to community activities, representing the Timmins Family YMCA in a professional manner
- Follow the YMCA uniform policy to promote our centre.

CLOSING DATE FOR THIS POSITION: Friday, November 17, 2017 at 4:00p.m.

All interested applicants please send your resume to:

Shannon Costello

General Manager

376 Poplar Ave.

Timmins, ON

P4N 4S4

Phone: 705-360-4381

Fax: 705-360- 4382

Website: www.timminsymca.org

Email: shannon.costello@timmins.ymca.ca