



## **Job Title: Part Time – Supply Child Care Worker**

### **Nature and Scope**

Reporting to the Child Care Supervisor, Child Care Site Supervisor and the General Manager, the Part Time - Supply Child Care Worker is responsible for filling in the absent employee by making sure the daily operation of the assigned childcare room at the Child Care Centre assigned to, providing leadership and guidance to the staff and children, ensuring adherence to the YMCA mission, Core Values as well as all legislative requirements set forth by the Ministry of Education, Municipalities and Health Unit.

### **Job Knowledge / Specifications**

- Early Childhood Educator Diploma or working towards diploma
- Member in good standing with the College of ECE's (if graduated)
- 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
- Computer skills and word processing
- Current First Aid / CPR C
- Clear Criminal Reference Check (Vulnerable Sector)
- Follow and implement all of the Timmins Family YMCA policies and procedures including YMCA Child Protection and Policies and Procedures training

### **Duties**

#### ***Internal***

- Demonstrate strong commitment to the mission and core values of the Timmins Family YMCA
- Demonstrate strong support and commitment to serving all program participants
- Demonstrate strong support and commitment to the association, vision and strategic plan
- Demonstrate strong support and commitment by representing the YMCA in a professional manner

## ***Program***

- Develop and implement a daily program that encompasses all areas of child development using the YMCA Play to Learn Philosophy
- Provide emotional stability for children experiencing separation and anxiety or distress
- Follow regular sanitization routines in accordance to the Minister of Health guidelines
- Monitor daily health and attendance checks
- Ensure centre adheres to standards set by Ministry of Education, Health Department and Fire Department
- 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 physical condition of childcare room, playrooms, playground and gym
- Set up and clean program area according to Daily Checklist
- Plan and implement programming according to the Play to Learn Philosophy
- Work as a team member with all other staff and management
- Notify 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 Play 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.

### **Administration**

- Assist with monthly newsletters
- Adhere to all YMCA policies and procedures, reviewing and signing off annually
- Report all serious occurrences or parental confrontations to Child Care Supervisor and General Manager
- Understand and implement all YMCA policies and procedures

**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

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