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|-------------------------|---------------------------|-------------------------|------------------------------|
| <b>Job Title</b>        | Child Care Designate RECE | <b>Reports to:</b>      | Child Care Coordinator (CCC) |
| <b>Department/Group</b> | Program                   | <b>Travel Required:</b> | Yes                          |
| <b>Location:</b>        | Child Care Centre         | <b>Position Type:</b>   | Full-time<br>30hrs/week      |
| <b>Salary Range:</b>    |                           | <b>Contact:</b>         | Sandra Amador                |

**Job Description**

**Roles and Responsibilities**

The role of the Child Care Designate RECE (DRECE)

The position calls for frequent interaction with people; the DRECE will demonstrate effective communication. The DRECE will demonstrate a good understanding of interpersonal skills as well as the capacity to work in a multicultural setting. The DRECE will show proficiency in computer applications such as but not limited to Word, Excel, PowerPoint and on-line registration software.

**PRIMARY FUNCTIONS**

1. Provides hands on direction and vision for the specific Before and After Child Care (BAC) program in collaboration with the CCC.
2. The DRECE is responsible to for the day-to-day organization and operation of the BAC Program
3. Responsible for the safety, well-being and care of all children while attending the BAC Program
4. Role Model and supervisor of all children, employees, co-op students/interns and volunteer at the BAC Program
5. Communicate and represent Jericho's mission, vision and operating principles to employees, co-op students/interns, volunteer and stakeholders

**RESPONSIBILITIES**

- Ensure the completion of day-to-day administrative tasks are completed including: registration forms, daily logs, record keeping and recording staff hours etc.
- Send staff hour logs to the Finance/HR Manager on or before the due date (biweekly).
- Bring receipts and other documents to the office once a week and pick up materials for program.
- Plan, coordinate (shop for) and provide healthy snacks to all participants within the program, while accommodating dietary restrictions
- Ensure that health and safety needs of all children are met and addressed immediately and appropriately
- Carry out daily risk assessments and ensure the supervision of all children during activities inside or outside of the program space
- Report weekly to the CCC regarding issues of need and/or concern
- Arrive 15 minutes prior to child care opening time and 15 minutes after child care closing to ensure proper preparation and cleanup of facility
- Participate in all required training(s) and staff meetings
- Supervise the cleaning and tidying of the facility including following and implementing COVID-

19 policies and procedures, and be responsible for the safe storage of equipment, maintaining that all equipment is in good working order prior to usage

- Other duties as required

### **QUALIFICATIONS AND EDUCATION REQUIREMENTS**

- Post-secondary education in Early Childhood Educators - Must be a member in good standing with the College of Early Childhood Educators
- Minimum 2 years of experience in a child care setting
- Excellent planning skills
- Must be able to obtain and maintain a valid standard First Aid CPR certification
- Experience working with children in a leadership role and ability to supervise children/youth
- Possess certification in Parks and Recreation Ontario Principles of Healthy Child Development (PHCD)
- Ability to lift/carry equipment (weighing up to 20 kg)
- Ability to communicate effectively both orally and in writing
- Ability to oversee and provide direction to program leaders, co-op students/interns and volunteers
- Fundamental knowledge of the Occupational Health and Safety Act and the ability to meet the specifications of these acts and any other related regulations that apply to this work
- Ability to work as part of a team in development and delivery of high quality programming to children/youth; be familiar with the Child Care and Early Years Act, and the Principles of Healthy Child Development (PHCD) quality assessment program
- AODA, WSIB, WHMIS compliant
- Food Handler Certificate
- Must have a valid G driver's license and reliable transportation
- Must have a current Vulnerable Sector Check

### **ADDITIONAL NOTES**

- ½ day paid sick leave per month (not to be accumulated yearly)
- Health Benefits upon successful completion of the 3 month probationary period.