

Job Title	Child Care Program Leader	Reports to:	Child Care RECE Designate
Department/Group	Program	Travel Required:	Yes
Location:	Child Care Centre	Position Type:	Part-time 20/hrs week
Salary Range:		Contact:	Sandra Amador

Job Description

Roles and Responsibilities

The role of the Child Care Program Leader (CCPL) will facilitate various activities that promote physical activity, healthy eating and nutrition, positive personal development and wellness; and to engage and support kindergarten and elementary school participants and their families in the program.

The position calls for frequent interaction with people; the CCPL will demonstrate effective communication. The CCPL will demonstrate a good understanding of interpersonal skills as well as the capacity to work in a multicultural setting.

PRIMARY FUNCTIONS

1. Working under the supervision of the Child Care Lead the Program Leader will instruct and participate in a variety of physical activities aimed at engaging children in fun and recreation while achieving life-long learning objectives
2. Provide a healthy breakfast and snacks to all children within the program, while accommodating dietary restrictions
3. Be a role model and supervisor of all children, co-op students/interns and volunteers at the Child Care Program.
4. Ensure a friendly and supportive atmosphere is maintained by developing appropriate strategies to support participants in managing their behaviour.
5. Respond to the individual needs of children and establish stable and consistent relationships with each child and their families/caregivers.
6. Liaise sensitively with parents/guardians on matters concerning their child/youth while maintaining confidentiality.
7. Communicate and represent Jericho’s mission, vision and operating principles to employees and stakeholders.

RESPONSIBILITIES

- Ensure the completion of day-to-day administrative tasks are completed including: registration forms, daily logs, and record keeping.
- Ensure that the health and safety needs of all children are met and addressed immediately and appropriately.
- Supervise children during activities inside or outside of the program space.
- Ensure proper sign in/sign out procedures are followed.
- Report on a regular basis to the Child Care Supervisor 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)
- Clean and tidy the facility including following and implementing COVID-19 policies and procedures, and safe storage of equipment, maintaining that all equipment is in good working order prior to usage
- Other duties as required

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Degree or Diploma in Early Childhood Education or a related field (CYW, CYC, Recreation and Leisure).
- Ability work well with children/youth
- Minimum 2 years of experience with leading children/youth activities
- Knowledge of children/youth programs
- Ability to work as a team member in a dynamic, complex environment and organize time and workload effectively
- Ability to communicate effectively both orally and in writing with all levels of staff, the public and parents/guardians
- Demonstrated problem solving ability
- Ability to perform the physical requirements of the job including frequent standing, walking, bending, kneeling, crouching or crawling. Ability to use various sports equipment used in program
- Current First Aid/CPR certification
- High Five PHCD Certification an asset
- Current Vulnerable Sector Check

ADDITIONAL NOTES

- ½ day paid sick leave per month (not to be accumulated yearly) after probationary period