



**JOB POSTING: Child Care Assistant
Temporary Contract January to June 2018
(31 hours per week)**

Who are we?

Parkgate Community Services Society (PCSS) is a registered, not-for-profit charitable society that provides programs and services to our friends and neighbours at Parkgate Community Centre and satellite locations east of the Seymour River. PCSS was built by the community to serve the community and our team works in partnership with more than 350 volunteers to develop and deliver responsive programming that meets community needs. With more than 90 people on staff over the course of the year, we are a diverse and welcoming team committed to making this a great place to work, play and live. We value innovation, teamwork, excellence, collaboration, inclusiveness and accountability and we pride ourselves on being driven, inspired and supported by community.

What's the job?

We are looking for just the right person to fill the role of Child Care Assistant. This person will work in 3 different age groups, from Infants up to School Age. The position will be an excellent fit for someone who has an Assistant ECE Certificate, or someone who is completing their ECE part time. This creative, collaborative, enthusiastic team player will work with our amazing team to fulfill our mission to *live life better*. We are on the hunt for someone who loves community and has a passion for working with young children and their families.

What will you get to do?

Our Child Care Assistant will share in the responsibility for:

- Dropping off and picking up children to and from school
- Planning, preparing and implementing age-appropriate activities that meet individual and group needs of children
- Ensuring a positive learning environment that encourages creativity and promotes each child's social, emotional, cognitive and physical development
- Ensuring a healthy and safe environment for children and their families
- Maintaining open, positive communication with families
- Maintaining effective, cooperative teamwork and communication with colleagues
- Ensuring that the programs operate at all times in compliance with child care licensing standards
- Engaging in positive collaboration with other programs and child care staff



Who are we looking for?

Here's what you bring to our awesome team:

Qualifications:

- Minimum requirement is an Assistant ECE Certificate
- Current child safe first aid certificate
- Current food safe certificate is an asset
- Minimum three months previous work experience in a licensed child care setting

Job Skills:

- Strong interpersonal communication skills (both written & verbal)
- Demonstrated teamwork and a passion to learn
- Flexibility, creativity and a generous spirit
- Strong understanding of child growth and development
- Keen interest in planning and implementing activities that follow children's interests
- Ability to develop strong relationships with children, families and colleagues
- Experienced and skillful in the use of positive guidance strategies

Note: The shifts are varied; with some split shifts necessary to accommodate morning drop off at school on 2 mornings per week. There may also be opportunities to work additional hours.

This position is available from January to June 2018 with the possibility of extension

Hourly Wage: Dependant on qualifications, the range is from \$17.60 to \$18.64 per hour (plus 6 % vacation pay)

Please forward your resume and cover letter by email with the heading, Child Care Assistant to hr@myparkgate.com by 5pm on January 18, 2018. We thank all interested candidates for applying; however we will only be contacting shortlisted applicants.