



At Kingsway Christian Children's Centre

...we provide a loving and nurturing environment with a sense of belonging
...we motivate children's intellectual, physical, social, emotional, and spiritual development

Our Centres are licensed by the Community Care Facilities Licensing Board and our programs also include support for children with special needs with assistance from the Ministry for Children and Families through Supported Childcare. We have been in operation since 1979.

We are seeking qualified applicants to join our team for the following position:

Pre-School Assistant/Day Care Supervisor

Job Description:

The combined position of Pre-School and Day Care Assistant Supervisor requires positive, energetic, and experienced people. The Assistants are responsible for engaging with and supervising children (ages 3-5) in a busy program setting. This role involves; planning and implementing daily activities managing behaviour, providing learning opportunities and support for participants, attending to the developmental (social, emotional, spiritual, physical, and cognitive) needs of participants and their families, and providing a safe and welcoming atmosphere for participants to engage in activities.

Wage and Hours: \$18/hr
Mon-Fri, 9:15am-12:15 pm and 2:00-6:00 pm

Qualifications:

- must have valid ECE license to practice (Special Needs training an asset)
- knowledge and awareness of issues surrounding diversity and multiculturalism
- excellent interpersonal, organization, and communication skills
- 1-2 years experience providing care and mature guidance to 3-5 year old children in a daycare or recreational setting
- current First Aid and CPR certification
- current criminal record search
- current Level 1 Foodsafe certificate
- documented compliance with BC's immunization and tuberculosis control programs
- second language (an asset)
- Class 2 Driver's License (an asset)

Key Responsibilities:

- promotes KCCC's philosophy by ensuring programs have the opportunities to interconnect and achieve integration with Church children's programs
- provide support to children in a Pre-School and Day Care setting
- engage with children in a variety of activities; sports, games, crafts, etc...
- supervise participants and ensure safety in the program
- perform first aid treatment when necessary

- assist supervisor in planning monthly program appropriate for pre-school-aged children
- set up and take down of shared spaces
- work in cooperation with staff and volunteers, to implement and evaluate programs
- work within budget limits
- talk with parent/caregivers on a regular basis
- participate in regular staff meetings, events, and training sessions
- develop positive relationships with participants and act as a role model and mentor
- assist with preparation and delivery of daily nutritional snack
- supervise participants on trips away from the Centre
- assist with light cleaning and centre maintenance
- perform other duties as required

Please submit resume and cover letter to:

Marie Sanders at email address: KCCC@KingswayFoursquare.com