

**Kiwassa Neighbourhood Services Association**

**Kiwassa in Norah Davis Out of School Care**

**NOTE:** This is a part-time position (24 hours per week) working out of Kiwassa Neighbourhood House and Norah Davis Housing from September – June each year, excluding spring break. There is an opportunity to work extended hours on school closure days, and during school breaks.

**Job Summary:**

Plans and delivers childcare programs for school-aged children in a multicultural, inclusive childcare setting. Implements developmentally appropriate activities to stimulate their intellectual, physical and emotional growth. Encourages and facilitates children's participation in activities. This person works independently or with a 1:1 support staff and eight children in the program. Leads program planning, communication with families, and manages the program expenses. Completes reports, attends meetings and performs other required administrative functions.

**Responsibilities:**

- Provide a developmentally appropriate, responsive and inclusive program for children in the program.
- Develop individualized/group curriculum based on children's needs, interests, age and abilities.
- Attend to children's physical, emotional and social needs.
- Establish and maintain positive daily communication with families.
- Provide caregivers/families with information and referrals to social agencies when appropriate.
- Ensure children's safety, both while walking to the program and during the program hours.
- Work collaboratively with childcare team, other Kiwassa programs and community partners.

**Qualifications:**

- Early Childhood Educator training an asset; ECE Assistant certificate required
- Minimum one year recent related experience
- Valid First Aid Certification
- Experience with and passion for creating innovative, play-centered programs for young children
- Experience working with children in a multicultural setting
- Experience working with families with diverse needs and abilities
- Excellent communication skills
- Excellent English language ability.

**Salary:** \$23.54/hr plus an excellent benefit package.

**Hours of work:** Mon-Fri, 24 hours per week from September to June each year, excluding Spring Break.

**Start date:** September 1, 2022

**Application Deadline:** June 19, 2022

**To Apply:** Interested applicants are requested to submit their resumes and cover letter via email to [childcare@kiwassa.ca](mailto:childcare@kiwassa.ca), clearly stating what job they are applying for in the subject line. We thank all applicants for their interest; however, only short-listed applicants will be contacted.