



# Town of Drayton Valley

## EMPLOYMENT OPPORTUNITY

<b>Position Title</b>	Child Care Program Assistant Coordinator – Maternity Leave	<b>Closing Date</b>	
<b>Department</b>	Community Services	<b>Reporting To</b>	Bernice Taylor Early Childhood Development Centre Program Manager
<b>Level / Grade</b>	<input type="checkbox"/> Full Time <input type="checkbox"/> Permanent <input checked="" type="checkbox"/> Part-Time <input checked="" type="checkbox"/> Temporary <input type="checkbox"/> Contract <input type="checkbox"/>		

### General Description

The Town of Drayton Valley is committed to providing a quality childcare program within the Early Childhood Development Centre. We are seeking a candidate for a maternity leave position. Your assistance will be needed in bringing together a shared vision to aid in carrying out a curriculum to meet the needs of the children within the program. You must desire to exceed our customer's needs and possess exceptional organizational skills and a strong work ethic. You must have a background in program implementation, planning strategies and a formed child care philosophy.

### Responsibilities

The Child Care Program Assistant Coordinator will serve to reinforce the following goals:

1. Develops and recommends programs; implements daily and weekly activities in a safe and positive learning environment in accordance with philosophy and aims of the Early Childhood Program.
2. Plans weekly program activities in conjunction with Child Care Program Coordinator and compiles a list of required resource materials.
3. In consultation with Child Care Program Coordinator, prepares all program activities including setting up playrooms and resource materials, as well as nutritional arrangements.
4. Responsible for keeping playrooms safe and in order.
5. Assists children in completing activities and provides any instruction – educational, social and emotional as required.
6. Supervises indoor and outdoor children's activities ensuring safe, fun and orderly performance.
7. Administers any required first aid and prescribed medication (as per parental instruction) in accordance with safety and first aid standards.
8. Informs parents on an ongoing basis of the social, emotional and physical development of the children.

9. Plans and organizes special events including field trips, special luncheons and speakers as approved by the Child Care Program Manager.
10. Attends staff meetings and parent-staff meetings as required. Reports/recommends improvements where applicable.
11. Supervises, supports and motivates other casual staff and volunteers that are in the Early Childhood Program.
12. Receives and escorts children to and from the Child Care Centre as required.
13. Supports Child Guidance policy with children according to policies outlined by the Early Childhood Program in accordance with the Early Childhood Development Centre Policies.
14. Recommends and consults with the Program Manager on any problems, safety concerns, or difficulties in dealings with the children, other staff and parents.
15. Performs other related duties as assigned.
16. Work in a safe manner, wear personal protective equipment if your job requires it, and attend safety training.
17. Report unsafe work conditions to your Supervisor.
18. Works in an ethical and confidential manner.

## Qualifications

Education: Level I , II or III Early Childhood Educator

Experience: Any experience within a licensed child care setting will be an asset.

Certificates: Level I, II or III Certification

First Aid in Child Care Certificate

Criminal Record Check

Child Welfare Check

- The successful applicant must be a motivated self-starter who is able to work autonomously, with strong organizational skills and communication skills.
- Strong background and knowledge in the development needs of children and program development and implementation.
- Above average computer experience/skills is an asset.
- Excellent ability to multi-task and handle pressure.

## Salary / Benefits

The Town offers an excellent benefits package and pension plan. Salary is \$23,000 Level I, \$25,000 Level II or \$28,000 Level III, per annum and is commensurate with education and experience, (based on accreditation status).

### **Additional Information**

As a team player you possess a strong work ethic and a commitment to excellence. If you like being challenged then we would like to hear from you. Please submit a cover letter outlining your skills and experience with your resume along with contact information on three references in confidence to:

The Selection Committee  
c/o Annette Driessen  
Town of Drayton Valley  
Box 6837  
Drayton Valley, AB, T7A 1A1

**Deadline for submitting application: 4:00 pm.**

*We thank all applicants for their interest. However, only those selected for an interview will be contacted. All information collected for the above offer of employment is done under the provision of the Freedom of Information and the Protection of Privacy legislation and will be used only for the evaluation of candidates.*