

<b>EMPLOYMENT OPPORTUNITY</b>			
<b>Position Title</b>	Lunch Relief – Term Position	<b>Closing Date</b>	July 23, 2021
<b>Department</b>	Early Childhood Development Centre	<b>Reporting To</b>	ECDC 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	<b>Hours Per Week</b>	15 Hours

### General Description

The Town of Drayton Valley is seeking candidates for Child Care Program Lunch Relief position. Your assistance will be needed in bringing together a shared vision to aid in the development of a program to meet the needs of the children within the program. You must possess exceptional organizational skills and a strong work ethic. A background in program implementation, planning strategies and a formed childcare philosophy would be an asset.

**NOTE: This is a temporary maternity leave position offering 3 hours per day 10 am – 1 pm, until the employee returns to work.**

### Responsibilities

The Child Care Lunch Relief Staff will assist in serving to reinforce the following goals:

1. Supports daily and weekly activities in a safe and positive learning environment in accordance with philosophy and aims of the Early Childhood Program.
2. Responsible for keeping playrooms safe and in order, cleaning and sanitizing as required.
3. Assists children in completing activities and provides any instruction – educational, social and emotional as required.
4. Supervises indoor and outdoor children’s activities ensuring safe, fun and orderly performance.
5. Receives and escorts children to and from the Child Care Centre as required.
6. Supports Child Guidance policy with children according to policies outlined by the Early Childhood Program in accordance with the Early Childhood Development Centre Policies.
7. Recommends and consults with the Program Manager on any problems, safety concerns, or difficulties in dealings with the children, other staff and parents.
8. Performs other related duties as assigned.
9. Work in a safe manner, wear personal protective equipment if your job requires it, and attend safety training.

10. Report unsafe work conditions to your supervisor.

11. Works in an ethical and confidential manner.

## Qualifications

Education: Educational Assistant, or Level II – Level III ECE

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

Certificates: Level II or III Certification

First Aid in Child Care Certificate

Criminal Record Check

Child Welfare Check

WHMIS

- 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.

## 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 as they relate to the position along with your resume in confidence to:

Human Resources  
Town of Drayton Valley  
Box 6837  
Drayton Valley, AB, T7A 1A1  
Email: [HR@draytonvalley.ca](mailto:HR@draytonvalley.ca)

*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.*