

ECE, Before & After Program Ethel Milliken School **March 2nd, 2023**

Hours of Work: 7am-9am & 3pm-6pm, based on 25 hrs/week

Length of Employment: Permanent Casual

Start Date: Immediate

Salary/Hourly Wage: \$14.30

Open to: Internal/External

YWCA Regina Inc, established in 1910, aspires to a world where communities benefit from the full and equitable inclusion of women and families and that the experiences and perspectives of women and families are reflected in all facets of society. We are a community voice of and for women and a trusted partner in addressing the most complex community issues faced by women and our community. YWCA Regina provides childcare, shelter and housing, community programs, family support programs, and outreach.

YWCA Regina Inc. Values

Respect: *Everyone is deserving of an equitable and judgement free environment*

Inclusion: *Everyone has an equal voice*

Trust: *Our work is done with integrity and authenticity to maintain the trust we have gained in our community*

Encouragement: *We meet people and community where they are to support where they want to be*

Resiliency: *We address difficult conversations and community issues*

YWCA Regina is committed to anti-colonial, anti-racist practice and to a workplace that prioritizes cultural safety. In addition, YWCA Regina is committed to creating a safe, inclusive, and accessible services and spaces for Gender and Sexually Diverse Persons. YWCA Regina acknowledges and accepts that our social systems, communities, and often our interpersonal relationships, organizational processes, advocacy, and practices perpetuate the marginalization of Indigenous peoples, Black people and Gender and Sexually Diverse people. YWCA Regina is committed to systemic change and to actions that further justice, truth, and reconciliation for marginalized peoples. YWCA has established commitments that outline the implementation of new practices and procedures involving actionable changes to policy, systems and governance.

Position Description:

Under the general supervision of the Director of the Child Care Services Educator is responsible to maintain and develop the children's program with their group of children in the before and after school program. This staff person must adhere to all the policies and regulations as set out in the policy manual.

Responsibilities:

1. PROGRAMMING

Develop both long and short range activities in accordance with Play and Exploration, developmentally appropriate practice and program philosophy. The includes:

- Researches and prepares materials necessary for activities
- Work in a team approach with other educators
- Arrange a classroom environment in accordance to program goals and philosophy
- Implements a program to develop physical, intellectual, social and emotional needs of the children
- Completes weekly plans
- Completes progress reports, quarterly or bi-yearly, depending on age group.
- On occasion, prepares snacks and lunch for children
- Inspect and report damaged or lost materials

2. HEALTH AND SAFETY REGULATIONS

It is the responsibility of the child care worker to ensure a safe and healthy environment is maintained. This is done by:

- Reporting any suspect abuse to the manager
- Administers and records medication given to children after parents have signed a form
- Keeps area in a clean, safe and sanitary condition (includes daily, weekly, monthly cleaning duties).
- Maintain child/staff ratios
- Aware of fire evacuation and all emergency procedures
- Constant observation and supervision of children required at all times.

3. COMMUNICATION

The Child Care Worker develops positive, open communication with the children and their parents. This is done by:

- Maintain daily open communication with parents
- Maintain confidentiality
- Promote children's activities through visuals

4. ADMINISTRATION

This position must ensure the necessary administrative tasks are completed to meet the requirement policies and practices. These include but are not limited to:

- Ensures monthly attendance sheets are signed by parents
- Records and shares information between staff, parents and manager
- Attends workshops and staff meetings
- Keep all appropriate records such as records, attendance and time sheets

Qualifications:

The requirements for the Child Worker range from having a high school education with childcare experience to a Level 3 Certificate. All staff must have the basic first aid certificate and have a Criminal Record Check with a vulnerable sector.

How to Apply:

Submit your cover letter and resume to the Director of Downtown Childcare Services at tatiyanak@ywcaregina.com or drop off/mail to 1940 McIntyre Street, Regina, SK, S4P 2R3 marked Attn: Tatiyana Krasnokutsky by March 30th, 2023.

Note: Only applicants Selected for an interview will be contacted. No phone calls, please.