

Job Title	Child Care Designate RECE	Reports to:	Child Care Coordinator (CCC)
Department/Group	Program	Travel Required:	Yes
Location:	Child Care Centre	Position Type:	Full-time 30hrs/week
Salary Range:	TBD	Contact:	Deborah Defoe, Child Care Coordinator

Job Description

Roles and Responsibilities

Working under the direction of the Child Care Coordinator;

The role of the Child Care Designate RECE (DRECE)

The position calls for frequent interaction with people; the DRECE will demonstrate effective communication. The DRECE will demonstrate a good understanding of interpersonal skills as well as the capacity to work in a multicultural setting. The DRECE will show proficiency in computer applications such as but not limited to Word, Excel, PowerPoint and on-line registration software.

PRIMARY FUNCTIONS

1. Provides hands on direction and vision for the specific Before and After Child Care (BAC) program in collaboration with the CCC.
2. The DRECE is responsible to for the day-to-day organization and operation of the BAC Program
3. Responsible for the safety, well-being and care of all children while attending the BAC Program
4. Role Model and supervisor of all children, employees, co-op students/interns and volunteer at the BAC Program
5. Communicate and represent Jericho's mission, vision and operating principles to employees, co-op students/interns, volunteer and stakeholders

RESPONSIBILITIES

- Ensure the completion of day-to-day administrative tasks are completed including: registration forms, daily logs, record keeping and recording staff hours etc.
- Send staff hour logs to the Finance/HR Manager on or before the due date (biweekly).
- Bring receipts and other documents to the office once a week and pick up materials for program.
- Plan, coordinate (shop for via Walmart Jericho on-line account) and provide healthy snacks to all participants within the program, while accommodating dietary restrictions following weekly menu
- Ensure that health and safety needs of all children are met and addressed immediately and appropriately
- Carry out daily risk assessments and ensure the supervision of all children during activities inside or outside of the program space

- Report weekly to the Child Care Coordinator regarding issues of need and/or concern
- Arrive 15 minutes prior to child care opening time and 15 minutes after child care closing to ensure proper preparation and cleanup of facility
- Participate in all required training(s) and staff meetings
- Supervise the cleaning and tidying of the facility including following and implementing COVID-19 policies and procedures, ensuring safe food handling including refrigerator logs, and be responsible for the safe storage of equipment, maintaining that all equipment is in good working order prior to usage
- Maintain ratios
- Other duties as required and assigned by Coordinator.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Post-secondary education in Early Childhood Educators - Must be a member in good standing with the College of Early Childhood Educators
- Minimum 2 years of experience in a child care setting
- Excellent planning skills
- Must be able to obtain and maintain a valid standard First Aid CPR certification
- Experience working with children in a leadership role and ability to supervise children/youth
- Possess certification in Parks and Recreation Ontario Principles of Healthy Child Development (PHCD)
- Ability to lift/carry equipment (weighing up to 20 kg)
- Ability to communicate effectively both orally and in writing
- Ability to oversee and provide direction to program leaders, co-op students/interns and volunteers
- Fundamental knowledge of the Occupational Health and Safety Act and the ability to meet the specifications of these acts and any other related regulations that apply to this work
- Ability to work as part of a team in development and delivery of high quality programming to children/youth; be familiar with the Child Care and Early Years Act, and the Principles of Healthy Child Development (PHCD) quality assessment program
- AODA, WSIB, WHMIS compliant
- Food Handler Certificate
- Must have a valid G driver's license and reliable transportation
- Must have a current Vulnerable Sector Check

ADDITIONAL NOTES

- ½ day paid sick leave per month (not to be accumulated yearly) after probationary period.
- Health Benefits upon successful completion of the 3 month probationary period.