



<b>Job Title</b>	Child Care Room Lead	<b>Reports to:</b>	Child Care Designate RECE
<b>Department/Group</b>	Program	<b>Travel Required:</b>	Yes
<b>Location:</b>	Child Care Centre	<b>Position Type:</b>	Full-time 30hrs/week
<b>Salary Range:</b>	Starting at \$22/hr	<b>Contact:</b>	Deborah DeFoe Child Care Coordinator

**Job Description**

**Roles and Responsibilities**

The role of the Child Care Room Lead (CCRL)

The position calls for frequent interaction with people; the CCRL will demonstrate effective communication. The CCRL will demonstrate a good understanding of interpersonal skills as well as the capacity to work in a multicultural setting. The CCRL 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 Designate RECE.
2. The CCRL 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 in their room.
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: attendance, daily logs and incident reports.
- Provide healthy breakfast and snacks to all children within the program, while accommodating dietary restrictions
- 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 Designate RECE 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 room including following and implementing COVID-19 policies and procedures, and be responsible for the safe storage of equipment, maintaining that all equipment is in good working order prior to usage
- Other duties as required

## **QUALIFICATIONS AND EDUCATION REQUIREMENTS**

- Post-secondary education in Early Childhood Educators, Child and Youth Worker, Teachers' College or Parks & Rec.
- 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 successfully completing the 3 month probationary period.