



Glebe Neighbourhood Activities
Group
Glebe Community Centre
175 Third Avenue
Ottawa, Ontario, K1S 2K2
613-233-8713

RECE Early Years Program Staff Job Posting

We are looking for a dynamic, flexible, creative individual to coordinate a variety of general interest preschool drop-off programs and to assist as a program staff in our licensed kindergarten after-school program.

How to apply:

Please submit cover letter and resume by e-mail or in person to Jason Irvine,
Early Years Program Coordinator; jason@gnag.ca

Deadline to apply: Wednesday, August 29, 2018

Job Description

Preschool

- To coordinate various general interest episodic drop-off preschool classes and child & parent playgroups
- Includes the program planning, activity preparation, and the instruction of classes in coordination with other program staff and the Program Coordinator

Kindergarten After-School

- To assist in the Kindergarten After-School Program as a childcare program staff
- To assist with the development and implementation of daily program planning
- To help maintain program toys, supplies, and equipment in a clean and functional manner
- To ensure and promote the well-being, dignity, development and independence of the children enrolled in the program
- To ensure a safe and positive experience for participants and fellow staff
- To liaise with parents, children, and program staff to develop a child-focused approach to care
- To maintain the standards set out by the Child Care and Early Years Act whenever applicable
- To liaise with the Department Manager / Program Supervisor on an on-going basis

Committments

- Preschool: Monday to Friday, 9:00am - 3:00pm (variable depending on the day, up to 4 hours per day)
- Afterschool: Monday to Friday, 3:00pm - 6:00pm
- Occasional training and programming meetings outside of scheduled hours

Qualifications

- Must possess an Early Childhood Education Diploma from a recognized College or equivalency and registration with the College of Early Childhood Educators
- Valid Standard First Aid Certification, CPR C and AED training
- AODA (*Accessibility for Ontarians with Disabilities Act*) Certification
- Vulnerable Sector Check Valid within last 6 months
- Minimum two years experience working in a childcare setting
- Should display knowledge of child development and child care programs
- Excellent oral and written communication skills and a high standard of professionalism
- Enthusiastic and passionate about teaching and working with children

Please note: Only applicants who successfully secure an interview will be contacted.