



Position:

SUMMER PROGRAM ASSISTANTS - GROUP PROGRAMS

Supports the Early Childhood Educator (ECE) or the assistant ECE in providing nurturing care and developmentally appropriate education to meet the needs of children in a group setting within a safe and healthy environment in cooperation with colleagues in the absence of customary early childhood educators or assistant early childhood educators.

15 POSITIONS AVAILABLE AT VARIOUS ANDREW FLECK CHILDREN'S SERVICES SITES

Various start dates with some positions starting as early as May 7, 2018 and others starting in the month of June 2018. The end dates for these funded positions is August 24, 2018. Positions can be from 8-16 weeks in duration. Beginning and end dates are to be determined.

This opportunity is partially funded through the Canada Summer Jobs (CSJ) Initiative to help students gain job skills and experience. All applicants must meet the following conditions:

Candidates must:

- *Be between the ages of 18 to 30*
- *Have been a full-time student during the previous academic year and intend to return to school full-time for the next academic year*
- *Foreign students are not eligible*

Union/Management:

**Non- union, Casual
35 HOURS PER WEEK**

Salary:

\$15.11 per hour

Location:

Various Child Care locations:

- Alta Vista - 1349 Randall (Ottawa South)
- Carleton Heights - 1600 Prince of Wales (Ottawa Centre)
- Charles Hulse - 2605 Alta Vista Drive (Ottawa South)
- George St - 195 George Street (Ottawa Vanier)
- Overbrook - 557 Queen Mary (Ottawa Vanier)
- Riverview - 260 Knox Crescent (Ottawa South)
- Stittsville - 40 Granite Ridge (Ottawa Carleton)

PLEASE SPECIFY YOUR LOCATION OF INTEREST IN YOUR COVER LETTER AND/OR SUBJECT LINE.

Responsibilities:

- Meets children's needs for continuance of care, routines and education in the absence of regular caregiver; reassures children as needed; receives instruction from supervisor and plans to carry out planned activities with adjustments if necessary and requested.
- Implements program plans on a daily basis as established or modified; helps set up areas for planned activities; provides a welcoming and

nurturing environment through displaying affection, acceptance and support of each child; guides and assists children in activities, routines and transition times; teaches appropriate behaviours and skills through modelling, counselling, mediating, observing, questioning, demonstrating and reinforcing.

- Observes children's behaviour and level of participation; advises supervisor of observations, concerns and suggestions if requested.
- Attends to physical needs of children; instructs and assists in washing, dressing, toileting, and eating to develop self-help skills; attends to diapering needs; feeds children and ensures special dietary requirements are met; ensures children are clean, dry and dressed appropriately.
- Assists in maintaining a healthy and safe environment; reports accidents and serious occurrences to supervisor; observes and reports on illness and health conditions; monitors location for health and safety hazards.
- Ensures positive communication with parents; greets parents and children; communicates at end of day about activities, children's participation and learning.
- Other related duties as may be assigned by Head Early Childhood Educator

Qualifications:

Mandatory Documents and Certificates

- **Clear Police Record Check (Vulnerable sector) completed in the last 6 months.**
- **Current Standard First Aid and CPR certification (Cannot be expiring before September 2018)**
- **Immunization Record (TDP, MMR -Td current in last 10yrs)**

Qualifications:

- Previous experience assisting in early learning and care environments or working directly with children
- Demonstrates understanding of a licensed group care environment.
- Proven ability to work closely with other team members.
- Sensitivity and respect for individual and cultural difference.
- Adequate energy level and ability to meet the physical demands of the job.
- Early Childhood Education diploma or degree from a recognized college or university or other equivalent educational qualifications is preferred.
- An additional language would be an asset.

Hours of Work:

35 hours per week (7 hours per day, 5 days per week)

Available from:

May 7, 2018 to August 24, 2018 (various start dates dependent on positions)

Apply:

E-mail: hrrecruiting@afchildrensservices.ca

Closing date:

April 8, 2018

We thank all applicants for their interest; however only those selected for an interview will be contacted. This position is open to both male and female applicants.

Should the applicant require any accommodations during the application process please notify Human Resources as per the Accessibility for Ontarians with Disabilities Act.