



Hiring Summer Student

As per the Government of Canada Summer Work Experience Program, the individual must:

- Be between the ages of 15 and 30 at the beginning of employment
- Have been a full time student at least four months prior to employment, with intention to resume studies the next school year.

Program Support

The Program Support will provide quality care for the children and help ensure a safe and healthy environment. This position will provide for the physical, cognitive, emotional, and social well-being of school agers. Under the direction of the Executive Director the position will follow the policies of the board and NWT Day Care Regulations to ensure a quality program.

Experience and Qualifications

As a Program Support, you may be passionate about beginning in the field or have some experience caring for infants, or perhaps you have worked in a childcare centre. You may have taken some workshops or courses in child development. Your experience in caring for children allows you to work with the program team to deliver quality care to the children in the preschool or after-school programs. You love nurturing young children to grow and develop in a positive way. You are willing to learn about and keep up to date with current NWT Day Care regulations, as well as follow the policies and procedures of the Board to ensure a safe environment for children.

Personal Suitability

Your friendliness helps you establish important relationships with families and their children. As a team member, you assist to with the daily needs of the children; this includes serving meals, outdoor activity, and general safety. You are someone children can trust. You are a fair person and a hard worker. You have a willingness to keep the program area clean and disinfected.

Compensation

Starting at \$19.00 per hour, depending on experience and education.

Applications

Please e-mail your cover letter and resume to:

Children First Society
Attn: Infant Program Hiring Ref#6623
childrenfirst@northwestel.net

This position is open until filled. If computer access is not available, you can drop off a resume at the Children First Society, 210 Kingmingya.



Job DESCRIPTION

Position Status	Position Title
Full Time, Indeterminate	Program Support - Primary

PURPOSE OF THE POSITION

The position provides support and care for children in the school and Preschool program of the Children First Centre, The Centre is a licensed daycare with 127 spaces for children aged 6 months – 12 years old. Under the direction of the Executive Director and team Leader, the position will follow the policies of the board and NWT Day Care Regulations to ensure adequate care, supervision and a developmentally appropriate program for the School age children ages 5-12 years of age.

SCOPE

Located in Inuvik, NT, the incumbent reports to the Executive Director or Team Leader and is responsible for the day-to-day care of the children. We have a full day childcare and half time preschool educational programming for children aged 2-12 years.

Responsibilities

- 1. Assist with a daily program that meets the goals and objectives of the Children First Centre, and the daily program requirements in the *Child Day Care Standards Regulations* using intentional practice.**

Main duties:

- Observe children to record interests and needs
- Plan and implement activities to meet the Children First Centre goals and the cultural, physical, emotional, intellectual and social needs and interests of the children in the school age program
- Assist with a portfolio for each school age child to track the developmental needs and interests of the child
- Include children in planning sessions
- Keep parents informed of program expectations, program activities and their child's progress
- Advise the Executive Director of equipment and maintenance needs

- Ensure equipment and the facility are clean, and safe at all times
- Follow sanitary, health and safety regulations.
- Keep program space clean and organized
- Involve self in spontaneous play.
- Encourage creativity and individuality of each child.
- Listen to the children.
- Communicate verbally and non-verbally with the children at an appropriate level.

2. Supervise the children attending the facility.

Main duties:

- a. Ensure that children are supervised at all times
- b. ensure required staff:child ratios in the programs
- c. Accompany the program children during outings and to and from school

4. Establish routines and procedures consistent with the Children First Centre policies.

Main duties:

- a. Identify and teach positive behaviours expected of children
- b. Adjust expectations to match the development levels of the children
- c. Include children in the establishment of clear routines and guidelines
- d. Include child in the use of positive discipline for their behaviour
- e. Maintain a professional attitude and confidentiality within the program at all times.

5. Communicate regularly with parents and encourage their participation.

Main duties:

- a. Keep parents informed of their child's progress and participation in the daily program
- b. Establish regular communication with parents
- c. Assist with and encourage opportunities for parents to be involved in the daily program

8. Perform other duties as required.

Requirements, Skills and Knowledge:

- Developing an understanding of child development theories and promising practices
- Experience with school age children is an asset
- Playful
- Nurturing
- an understanding of the northern cultural environment
- ability to clean and organize
- Good Teammate
- Effective positive communication skills
- Demonstrate sound work ethics

- Current Standard First Aid
- Satisfactory criminal record check, including a vulnerable sector search, completed by the RCMP
- Up-to-date immunizations
- Tuberculosis screening

Shift

8:00	Help open room and greet children, programmed activities	1 hour a week will participate with program planning
9:30	Assist with snack	
10:00	Morning break	
10:15	Assist with programmed activities	
11:00	Lunch break	
12:00	Assist with after lunch routine, teeth brushing etc.	
1:00pm	Help with wake up program	
2:30pm	Assist with snack	
2:45	Afternoon break	
3:00	Assist with programmed activities	
5:00	home time	