



**YMCA of Central
East Ontario**



Assistant

Position: Emergency Child Care Assistant

Location: Belleville/Trenton

Schedule: Temporary Full-Time, Mon-Fri

Closing Date: May 14, 2021

To work for the YMCA of Central East Ontario is to:

- Work in a diverse and socially inclusive environment
- Help create meaningful opportunities that impact the lives of individuals
- Help increase the health of our communities
- Feel appreciated as an individual
- Work in an environment where you can make a meaningful contribution
- Have work-life balance and a family friendly environment to help you balance your personal and work commitments
- Make a difference in your community

You can accomplish all of this while having fun in a challenging and dynamic atmosphere!

The YMCA of Central East Ontario is a charity dedicated to strengthening the foundations of community by being a recognized leader and valued partner in the development of healthy communities. This position requires a commitment to the Y mission and core values of caring, honesty, inclusiveness, respect, responsibility, which form the foundations of all Y programs and services.

What You Will Do:

GENERAL ACCOUNTABILITY:

The Kids Club Assistant will be responsible for implementing and supervising a high-quality licensed program for the school age child, within the purpose and philosophy of the YMCA.

KEY RESPONSIBILITIES:

- Consistently demonstrate and reinforce the values of caring, honesty, inclusiveness, respect and responsibility,
- Provide consistent quality client service,
- Initiate and maintain positive working relationships with school personnel, families and YMCA staff,
- Comply with all emergency procedures appropriate to the site,
- Maintain equipment and supplies; be respectful of school property,
- Consistently demonstrate positive interaction with all children,
- Consistently demonstrate positive discipline by teaching and redirecting,
- Positively I.D. before releasing child,
- Respond to, and escalate as needed, client concerns in a positive and timely manner,
- Plan and deliver a program that offers quality, age appropriate care that meets and/or exceeds the regulations outlined by the Ministry of Education,
- Support children with remote learning when required,
- Complete incident and accident reports of all injuries,
- Complete symptoms of ill health forms and reports,
- Follow COVID-19 Infection Control Policy,
- Other duties as assigned by the Kids Club Supervisor.

REPORTING RELATIONSHIPS:

Reports to: Kids Club Supervisor

WORKING CONDITIONS:

- Temporary full-time during *Emergency Order*, leading to variable hours – split shift
- Multiple time and task pressure
- Clear Criminal Record and Vulnerable Sector check
- Up to date Immunizations
- Negative TB Skin Test
- The YMCA is committed to providing a safe and healthy work environment

EDUCATION/TRAINING/QUALIFICATIONS:

- Requirement of Standard First Aid and CPR Level C
- Strong interpersonal skills
- Some training will be provided to candidates electronically

EXPERIENCE:

- 2 years experience working in a childcare centre is preferred

CORE COMPETENCIES:

1. Integrity	Demonstrate responsible behaviour at all times and maintain high ethical standards.
2. Service Orientation	Deliberately identify and create opportunities to enhance each and every person's YMCA experience.
3. Commitment to YMCA Vision and Values	Demonstrate and promote a personal understanding and appreciation for the mission, vision, strategic outcomes and core values of the YMCA.
4. Concern for Health and Safety	Acknowledge and understand how to manage and educate others of risk and harm reduction.
5. Quality Focus	Ensure that all YMCA programs and services are superior.
6. Child & Youth Focused	Commit to assisting growth and development among children and youth.
7. Coaching & Development	Commits to assisting participants, volunteers, staff and self in continuous learning and self-development.

How to Apply:

All interested candidates are to submit a resume to:

Sara Behring

Kids Club and Licensing Coordinator

Sara.behring@ceo.ymca.ca

Applications will be received until May 14, 2020

We appreciate your interest in a career opportunity with the YMCA of Central East Ontario. Please note that with the high amount of applicants, only those selected for an interview will be contacted.

The YMCA of Central East Ontario is committed to an environment that is barrier free; if you require accommodation during the hiring process, please inform us in advance so that we can arrange reasonable and appropriate accommodation. The YMCA of Central East Ontario values the diversity of people and communities and is committed to excellence and inclusion in our Association.