



<b>Position title</b>	Summer Student, Childcare Professional – 1.0 FTE
<b>Competition Number</b>	2018040
<b>Reports to</b>	Supervisor, Childcare

**Introduction**

YW Calgary, as the largest and longest serving women’s organization in Calgary, supports women to gain control of their lives, achieve economic stability and live free from violence. Since 1910, we have focused on enhancing women’s safety and well-being while advocating for equity.

YW team members are expected to work professionally with a caring approach, adhere to our Code of Conduct and with a belief that things will get better. Demonstrate continuous improvement, collaboration and purpose in their work; have excellent communication skills; and demonstrate thoughtfulness in decision making. As a learning organization, YW employees are also expected to continuously develop professionally and personally.

**Responsibility**

The Childcare Professional is responsible for the safety, needs and wellbeing of each child in rotation between the three playrooms. Adhering to the Calgary Rocky View Child and Family Service Standards as written in the licensing manual, communicate and interact with parents and team members on a professional basis. To adhere to the policies and procedures outlined in the Accreditation standards, parent and team members handbook.

Note: There are 2 positions available, one in our Downtown location and one in Bow Valley College

**Key accountabilities:**

1. Childcare customer services
2. Professional conduct
3. Childcare Regulations

**Detailed Responsibilities and Accountabilities**

1. Childcare Professional

Outcome: Children are experiencing a fun and safe learning environment

Indicator: Children are happy/ developing and participating in the activities provided

- Prepare fun activities for the children to do and play, based on their likes and interests
- Flexibility to work in all 3 of the playrooms (aged 1-5 years)
- Positive reinforcement is used as a discipline tool
- Encourage/ develop each child’s self-help skills
- Each room has a daily schedule posted to be followed
- Safety and cleaning checklist are posted in each room to follow

## 2. Professional Conduct

Outcome: Working together with parents and team members in a professional manner

Indicator: Team members and parents have positive and open communication with each other

- Each family and child is treated as an unique individual in a group setting
- Open communication with parents especially at the end of the day, discussing how their child's day went
- Communicating with team members to meet the needs of the children and ratios
- Team members issues or concerns are discussed and worked through outside of the playrooms

## 3. Childcare Regulations

Outcome: All licensing, accreditation, health and fire regulations are followed

Indicator: Safe, clean and quality childcare is provided daily

- During a fire drill, evacuate immediately with the children in your care to Bow Valley College
- Cleaning duties and schedule is posted in each room
- Licensing regulations are posted for reading on our parent bulletin board
- Accreditation standards along with the centers quality enhancement plan is available on-line to read

### **Qualifications:**

- Alberta Child Care Staff Qualification Certificate Child Development Assistant
- Currently enrolled in postsecondary schooling in early childhood education
- Enjoys working with children
- First Aid and CPR Certificates
- Security Clearance
- Completed Child Welfare check
- Can meet the physical demands of the role, being on your feet, kneeling and playing with children and can lift children that weigh 20-40 pounds

### **Eligibility:**

- be between 15 and 30 years of age at the start of the employment
- have been registered as full-time students in the previous academic year and intend to return to school on a full-time basis in the next academic year
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection ActFootnote2 for the duration of the employment
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations

Please include job number in the subject line of your email and forward cover letter, salary expectations and resume to:

### **Careers**

YW Calgary

320 5th Ave SE Calgary, AB T2G 0E5

careers@ywcalgary.ca

No phone calls please. Thank you for your application, only individuals selected for an interview will be contacted.

YW Calgary is an equal opportunity employer and we value the diversity of people. Diversity at YW Calgary means a workplace where individual differences are recognized and appreciated, respected and responded to in ways that fully develop and utilize each person's talents and strengths.

If you require an accommodation in order to participate in the application or selection process, please contact the People Services Team at 403.750.2522.

YW Calgary will consult with all applicants who request accommodation during the process to ensure that the accommodation provided takes into account any individual accessibility needs. Any information received relating to accommodation will be addressed confidentially.

Deadline: June 8, 2018