



## Job description

**Position title:** LINC Childminding Assistant

**Reporting to:** LINC Supervising Childminder

### Position Summary:

As a member of the NEW language team, the Childminders work in collaboration with team members and participates in providing care and guidance to children between 19 months to 6 years old and lead children in activities to stimulate and develop their intellectual, physical and emotional growth. She works within the guidelines, policies and mission of the organization and is accountable and responsible for specific projects as assigned.

## Duties and Responsibilities

- Conduct and monitor activity programs designed for young children
- Lead children in activities by telling stories, teaching songs and preparing craft materials
- Prepare and serve snacks
- Arrange rooms and furniture for lunch and rest periods
- Assist with proper eating, dressing and toilet habits
- Submit written observations on children to supervisor
- Attend staff meetings to discuss progress and problems of children
- Assist supervisor in keeping records
- Maintain day-care equipment and assist in housekeeping duties.

## Qualifications

- A bachelor's degree or college diploma in early childhood education is required with minimum 2 years work experience
- Demonstrated knowledge and ability working within an anti-oppressive, human rights framework
- Familiar with program expectations funded by Citizenship and Immigration Canada
- Valid criminal police reference check, up to date immunization records required
- Fluency in a second language is an asset (Spanish, Tamil, Chinese, Urdu, Russian, etc).

Wage: \$ 17.17 per hour, plus 4% vacation pay, and health & life benefits after successful completion of a 3 month probation period.

Working Hours: 27.5 hours per week, Monday to Friday

Annual Salary: \$22, 286.66 (236 days)

Start date: April 1, 2012

Please respond in writing with job code # LINC - 121303 **no later than 5:00 pm on Feb. 10** to [human\\_resources@newcomerwomen.org](mailto:human_resources@newcomerwomen.org)

Thank you to all applicants for your interest in the position. However, only candidates selected for an interview will be contacted.

**No Phone Calls Please.**