



Job description

Position title: LINC Supervising Childminder

Reporting to: LINC Coordinator

Position Summary:

As a member of the NEW language team, the Supervising 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

- Develop and implement daily activities that support and promote the development of children
- Lead children in activities by telling or reading stories, teaching songs, demonstrating the use of simple musical instruments, preparing craft materials and demonstrating their use, providing opportunities for creative expression through the media of art, dramatic play, music and physical fitness, and taking the children to local points of interest
- Guide and assist children in the development of proper eating, dressing and toilet habits
- Observe children for signs of learning disabilities or emotional problems and take appropriate action
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- Ensure compliance with evolving funder policies & guidelines for child minding program
- Assess the skills, abilities, interests and needs of children
- Discuss progress or problems of children with parents and other staff members
- Maintain day-care equipment and sanitize facilities
- Demonstrated commitment to customer service and a strong team player
- Attend meetings and workshops to develop and discuss new teaching methods
- May plan and organize activities for school-age children in child-care programs before and after regular school hours
- May supervise and co-ordinate the activities of other early childhood educators and early childhood educator assistants

Qualifications

- A bachelor's degree or college diploma in early childhood education is required with minimum 3 years work experience
- Demonstrated experience in team supervision, conflict resolution and facilitating a professional working environment
- Progression to senior positions, such as day-care supervisor, is possible with 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: \$19.85 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: \$ 25, 765.30 (236 days)

Start date: April 1, 2012

Please respond in writing with job code # LINC - 121302 **no later than 5:00 pm on Feb. 10** to 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.