



**Role:** PT Childcare Assistant (ECA)  
**Reports to:** Supervisor, Licensed Childcare  
**Location:** 191 Crofters Road, Woodbridge  
**Hours:** Monday to Friday; Split Shift 7:00 – 9:00 and 2:30 p.m.-6:00 p.m.

### **Organization Overview**

Social Enterprise for Canada (SEC) is a progressive charitable organization, dedicated to creating communities that exemplify Canadian values. SEC maintains its head office in Newmarket and provides direct human services for multiple programs, which include Supervised Access, EarlyON Child & Family Centres, Welcome Centre for Immigrant Services – Newmarket and numerous Before & After school and licensed Childcare programs; providing excellence in delivery, through customer focus and high satisfaction, high impact and operational efficiency.

### **The Opportunity**

As a Childcare Assistant you will work collaboratively with parents, school, as well your staff team to provide excellent customer service and high quality play based early learning and care within the B & A program. Working closely with children and the parents, you build trusting relationships through the planning, develop and implementation of age appropriate curriculum that is inclusive of agency vision and mission statements. We believe in play based learning using the new combined care model. Knowledge of community services and agencies is essential for providing children and families with the information and referrals that will support and strengthen their family.

### **Key Job Responsibilities**

- Assists in planning and delivering an inquiry based emergent curriculum
- Maintain a clean and organized program environment, reporting any repairs and concerns to senior staff.
- Supervise children attending the program and promote safety and respect amongst all participants.
- Conducts safe and appropriate activities for children.
- Ensure a friendly and supportive atmosphere is maintained by using appropriate strategies to support children in managing their behaviour.
- Actively respond to the individual needs of children and establish stable and consistent relationships with each child and their families/caregivers
- Maintain confidentiality.
- Ensure that the health and safety needs of the children are met and all health and safety issues are dealt with immediately and appropriately. Ensure correct procedures are followed for administering first aid.
- Maintains records, reports problems and concerns to senior staff as required.

- Facilitate a variety of physical activities aimed at engaging students in fun, recreational and life-long learning objectives.
- Provide a healthy snack to all participants within the program guidelines accommodating all dietary restrictions..
- Ensure a friendly and supportive atmosphere is maintained by developing appropriate strategies to support children in managing their behaviour.
- Respond to the individual needs of children and establish stable and consistent relationships with each child and their families/caregivers
- Liaise sensitively with parents on matters concerning their children while maintaining confidentiality.
- Ensure that the health and safety needs of the children are met and all health and safety issues are dealt with immediately and appropriately. Ensure correct procedures are followed for administering first aid.
- Carry out daily risk assessments and ensure the supervision of children during activities inside or outside the room.
- Ensure the cleaning and tidying of the facility and be responsible for the safe storage of equipment, maintaining that all equipment is in good working order prior to usage.

#### **Candidate Profile**

- Completion of Grade 12 Diploma
- Completion of an Early Childhood Education Assistant Certificate Program would be an asset
- 2 years' experience working with young children in child care or similar setting.
- Standard First Aid & Level C CPR Certificate.
- All immunizations up to date including Tuberculosis (TB) test
- Strong verbal, written and interpersonal communication skills
- Ability to work as a team member in a dynamic, complex environment.
- Ability to perform the physical requirements of the job. Ability to use various sports equipment used in program.

#### **Other**

- Legally able to work in Canada for a period of no less than 3 years
- This position requires before and after school hours and will require full PA Day or occasional evening hours for an open house, training etc.
- Position requires summer program support when delivered at this location
- Current Vulnerable Sector Screen
- The ability to speak multiple languages is considered an asset
- Valid Driver's License an asset, reliable transportation required.
- Committed to the part-time schedule - Monday to Friday, 22.5 hour work week.

Interested candidates should send their resume and cover letter to [human.resources@socialenterprise.ca](mailto:human.resources@socialenterprise.ca)

We appreciate all candidates for their expressed interest; however only those selected for an interview will be contacted.

*Social Enterprise for Canada is an equal opportunity employer. Accessibility accommodations are available on request for candidates taking part in all stages of the selection process.*