



Boys & Girls Club
of Airdrie

**Certified Child Development Worker/Supervisor: 30 Hours per week
Licensed and Accredited After School Care
Nose Creek School Location**

Reporting to the Manager of Licensed Programs, the certified **Child Development Worker or Supervisor** will be responsible for all active supervision, program planning, program implementation, and program evaluation of Licensed after School Care Programming at **Nose Creek School**. Our after school care program provides high quality care to 30 children each day, during the after school hours.

This location needs to employ an experienced lead who is fast paced, high energy, and excellent in communication skills with children, parents and their program partner, the Child Development Assistant. Additionally, this position seeks to employ fun, energetic, outgoing, and dedicated childcare workers to not only support our after-school care program, but also be a positive and engaging role model in the lives of children and families we support.

Boys and Girls Club of Airdrie prides itself on creating positive social recreational, educational programs by focusing on social skill development and individual self-esteem enhancement for children grades 1-4. In addition, this position abides by regulations as outlined by Child Care Licensing and Child Care Accreditation Standards.

Key Responsibilities

- Program Planning development and implementation of social recreational and educational programs for children grades 1-4, focusing on social skill development and individual self-esteem enhancement
- Volunteer management of practicum students and program volunteers
- Daily facilities management including cleaning and ensuring facility health and safety as per Boys and Girls Club of Airdrie, licensing and accreditation standards.
- Ensures participant safety as per licensing, accreditation and Boys and Girls Club of Airdrie standards
- Ensures all areas of programming adheres to Licensing Standards as directed by Alberta Human Services
- Positive role model and support system for children
- Strength in communication with parents, management staff and school administrators
- Advocate for children and families
- Adhere to the accreditation process and guidelines regarding programming expectations and best practices.
- Ability to guide, model and support Child Development Assistant and work as a team
- Active engagement with children, focusing on fostering resiliency and success within their lives
- Support all accreditation requirements as directed by the Manager of Licensed Programs and Director of Programs and Services.
- Option to obtain extra staffing hours to support Evening Programs provided by Boys and Girls Club of Airdrie, Club Location

Qualifications

- Child Development Worker/ Supervisor Certification
- Degree/diploma in Human Services (Child and Youth care, Social work)
- 2-5 years' experience working within an afterschool program setting. Leading programming, and working with various stakeholders in regards to programs and services
- Demonstrated knowledge of the accreditation process and QEP.
- Energetic and flexible, with the ability to adapt to a variety of situations
- Demonstrated ability to actively and positively engage with children and their families.
- Effective communication skills including written documentation and verbal collaboration.
- Excellent planning and organizational skills
- Able to manage conflict using a proactive, and positive approach
- Able to work as part of a team and model confidence during times of independence.
- Certified in First Aid (Level B or C)
- Ability to provide RCMP Criminal Record Check with vulnerable sector, Child Intervention Check
- Ability to apply and qualify for Child Care Certification as directed by Alberta Human Services

Hours of Work

This is a 30 hour per week position, based on Rocky View School Division operational days and will be based on a combination of direct child care hours which qualify for accreditation wage top ups and administrative planning hours, which do not qualify for the wage top up.

This position will be effective **September 04, 2018**; however, training and onboarding will be arranged prior to the start date.

Direct Child Care Hours After School:

Monday - Thursday 2:30PM – 6:00 PM

Fridays 12:30 PM – 6:00 PM

School Days only.

Wage and Benefits

\$15.00 per hour with accreditation wage top up each month on direct child care hours

Health Care Benefits available following 3 month Probationary Period

Staff Certification

- Candidates are required to have certification in hand upon interviewing for this position.
- If you do not have your current certification, please see the educational equivalencies chart and the staff child care certification application at the link below.

<http://www.humanservices.alberta.ca/family-community/child-care-forms-guides.html#StaffCert>

Probationary Period

There is a three month probationary period for this position.

All interested applicants please send your resume and cover letter to Riti Balchandani, Manager of Licensed Programs at rbalchandani@bgcairdrie.com. Thank you for your interest. Only suitable candidates will be contacted.