



Boys & Girls Club
of Airdrie

**Child Development Assistant: 20 Hours per week
After School Care
Nose Creek School**

Reporting to the Licensed Program Coordinator; the Child Development Assistant will be responsible for supporting the Child Development Worker/Supervisor with the planning, implementation, and evaluation of Licensed after School Care programming at **Nose Creek School**. Our program provides quality before and after school care to 30 children each day, during after school hours.

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. This position will be working directly with the Child Development Worker/Supervisor and in consultation with the Licensed Program Coordinator to support the overall operations of before and after school care at Heloise Lorimer School. They may also be responsible for coaching and mentoring of program volunteers and practicum students.

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 Licensed Program Coordinator and Director of Programs and Services.

Qualifications

- Child Development Assistant Certification
- Knowledge of social skills, self-esteem enhancement and child development
- Demonstrated ability to engage with children and their families
- Experience working with children in a child care environment.
- Excellent communication and organizational skills

- Energetic and flexible, with the ability to adapt to a variety of situations
- 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 20 hour per week position, based on Rocky View School Division operational days and will be based on direct child care.

This position will become effective **immediately**, 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

\$15.00 per hour with accreditation wage top up each month.

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. Licensed Program Manager at rbalchandani@bgcairdrie.com. Thank you for your interest. Only suitable candidates will be contacted.