

**Position Title:** **Child Care SUPPLY**

**Department:** West of Windsor Incorporated Child Care Centre

### **Job Summary**

Reporting to the Child Care Supervisor, The Child Care Supply will provide assistance and guidance of daily activities for children and **will be assigned shifts in the absence of a regular Child Care Staff because of a leave.**

### **Specific Duties and Responsibilities**

- Develop and implement daily activities for children
- Lead children in activities by telling or reading stories, singing 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
- Guide and assist children in the development of proper eating, dressing and toilet habits
- Observe children for signs of learning disabilities or emotional problems
- Discuss progress or problems of children with parents and other staff members
- Attend meetings and workshops to develop and discuss new teaching methods
- May supervise and co-ordinate the activities of other early childhood educators and early childhood educator Staff.
- Conduct and monitor activity programs designed for young children
- Prepare and serve snacks
- Arrange rooms and furniture when required
- Assist with proper eating, dressing and toilet habits, hand washing
- Submit written observations on children to supervisor
- Attend staff meetings to discuss progress and problems of children
- Assist coordinator in keeping records
- Maintain day-care equipment and assist in housekeeping duties including sanitizing toys and room, vacuuming, etc.

### **Qualifications**

- Completion of diploma in Early Childhood Education
- Experience in a child care setting is preferred.
- First Aid/CPR, immunization record, statement of health from a doctor indicating ability to work with children, free of TB, recent Police Record (less than 6 months old)

### **Compulsory Requirement:**

Diploma in Early Childhood Education or the equivalent, as assessed by a community college or by the Association of Early Childhood Education of Ontario. If no one with the required

qualifications is available, preference will be given to individuals who have completed at least one year of the ECE diploma.

Apply in writing with a cover letter and resume to [careers@westofwindsor.com](mailto:careers@westofwindsor.com)

*WEST Inc. reserves the right to hire during the posting period. We thank all candidates for their interest; however, only individuals selected for interviews will be contacted. Due to the large volume of applicants, we regret we cannot confirm that our office has received resumes.*

(Accommodations available upon request)