

## **Family Centre Assistant & Afterschool Program Senior Leader**

### **POSITION DESCRIPTION**

This is a combined position working as a Family Centre Assistant and Senior Leader of Afterschool Programs. During the time as a Family Centre Assistant, you will assist the Coordinator in providing a variety of programs and activities that meet the needs of children from newborn to age 5 and their families. The after-school senior leader is responsible for providing childcare to children ages 4-10. This individual will supervise and facilitate various activities and is responsible for the safety of all the children in the program. This position reports to the coordinator, Afterschool program. This is a full-time, permanent position.

### **DESIRED JOB OUTCOMES:**

- ✓ Parents and children receive appropriate services and programs promptly in a welcoming environment
- ✓ Young children are stimulated to learn and develop skills
- ✓ Parents are encouraged to learn new skills to help their children and to strengthen the child-parent bond
- ✓ A respectful and collaborative environment is maintained for everyone
- ✓ Staff are encouraged to develop their skills and knowledge further
- ✓ Emerging issues or other concerns are presented to your supervisor

### **DUTIES AND RESPONSIBILITIES:**

1. Family Centre Operations
  - a. Assisting with programming to meet the objectives of the annual work plan
  - b. Providing support to coordinator in meeting the needs of a wide range of preschool children and their parents
  - c. Maintaining confidentiality and the protection of clients' privacy
  - d. Working with the coordinator to plan themes, snacks, providing creative ideas, completing craft preparation, grocery shopping, attending outings in the community and ensuring that the Family Centre is running smoothly.
  - e. Facilitate activities to meet the needs of children aged 0-5 and their families when coordinator is away
  - f. Ensure that the Centre is clean before opening to the public. For example, Floors vacuumed, mopped, dishes washed etc.
  - g. Registering new families and providing information on our program
  - h. Working one on one with families to provide support, resources, and positive discipline approaches
  - i. Carry out other reasonable duties and responsibilities within the overall function of the program

2. Liaises with Stakeholders
  - a. Maintains support networks with other providers of services to preschool children
  - b. Works with parents to ensure a positive experience for them and their children
  - c. Participates in community working groups to promote early childhood success
  - d. Takes part in monthly staff meetings, attend seminar and training sessions when required
  
3. Risk Management
  - a. Follows child abuse policies and procedures
  - b. Monitors potential risk conditions and takes action to reduce the likelihood of harm to staff and children

**DUTIES AND RESPONSIBILITIES:**

1. Afterschool senior leader
  - a. Implements and supervises the Afterschool program and activities of children
  - b. Plans and submit weekly activities for the Afterschool program to the Coordinator
  - c. Supervises children to ensure their safety
  - d. Supervises junior staff
  - e. Provide day-to-day problem solving and support to junior staff
  - f. Prepares snacks when required
  - g. Carry out other reasonable duties and responsibilities within the overall function of the program
  - h. Working flexible hours to meet the needs of the program
  
2. Administration
  - a. Attending team meetings as required
  - b. Keeping record of activities, events and concerns
  - c. Preparing and submits incident reports
  - d. Taking daily attendance of program participants
  - e. Complies with YWCA NWT employee policies and procedures
  
3. Health, Safety and Security
  - a. Implements and participates in fire drills as required
  - b. Ensure equipment is safe and in good working order
  - c. Monitors potential risk conditions and takes action to reduce the likelihood of harm to staff and children
  - d. Administer First Aid and CPR when required

- e. Administer medication to children as required-note: the parents must provide doctor's note
- f. Contact parents and caregivers when a child doesn't attend program

### **CANDIDATE REQUIREMENTS:**

#### **Qualifications and Experience**

- ✓ Early Childhood Education or previous childcare experience
- ✓ 2 years' experience in the field
- ✓ Excellent verbal and written skills
- ✓ Excellent organization and interpersonal skills
- ✓ Cross-cultural experience/skills
- ✓ Current first aid/CPR
- ✓ Updated criminal record with vulnerable sector completed
- ✓ Able to work independently with minimal supervision and as part of a team
- ✓ Current immunization record

#### **Skills and Knowledge**

- ✓ Ability to remain calm and respectful
- ✓ Maintain appropriate professional and personal boundaries
- ✓ Ability to work with persons of varying cultural backgrounds
- ✓ Punctuality and good interpersonal skills
- ✓ Ability to handle difficult situations and behavioral issues
- ✓ Understanding of ECE Childcare Act/regulations

Salary starting at \$27/hour. Salary includes extended health benefits, vacation and pension plan. Apply with resume and cover letter to Hawa Dumbuya-Sesay: [ed@ywcanwt.ca](mailto:ed@ywcanwt.ca).