



Posting ID: 30017

Child Minding Attendant

Casual – Must be able to work evenings and/or weekends (as required)

Department: Recreation and Community Development

Reports To: Child Minding Supervisor

Classification Level: \$16.56 - \$19.87/hour

Working Conditions:

- Extensive contact working with preschool to school aged children
- Comfortable with leading activities, reading to children, diaper changes, supervision
- Ability to walk, stand and sit on the floor. Must be able to talk and hear well. Good vision is imperative. Kneeling, crouching or crawling is required occasionally.

Duties and Responsibilities:

- Being actively engaged in the safety, well-being and development of the participants in programs
- Attend to children's physical and emotional needs
- Maintain program participant discipline
- Train and provide leadership to volunteers
- Daily disinfecting, cleaning and organizing of toys, equipment and surfaces

Qualifications:

Education & Experience:

- Minimum 18 YOA and High School graduate
- Red Cross Standard First Aid or equivalent
- Minimum 3 months direct leadership and supervision of children under 8 years old

Knowledge:

- Knowledge of age appropriate dialogue, games, activities and songs appropriate for children under 8 years old
- Techniques for interactions with upset children

Skills & Abilities:

- Possess exceptional multi-tasking skills, time management skills and prioritization
- Effective skills in communicating with co-workers, supervisors, participants and patrons
- Ability to work independently and as a team member
- Exceptional ability in written and oral communications
- Able to pass a Criminal Record Check - Vulnerable Sector & Child Intervention Check

If this sounds like you, we want to hear from you! Please send your cover letter and resume, **quoting posting number 30017**.

To apply for this position, visit our website at: www.leduc.ca/jobs

Competition closes at 12:00 noon (MT) on August 24, 2017. This competition may be used to fill future vacancies at the same or lower classification level. We thank all applicants for their interest, however, only those selected for interviews will be contacted.