

# Clarington

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## **The Corporation of the Municipality of Clarington Community Services requires Assistant Preschool Instructors**

### **We are an equal opportunity employer**

The Municipality of Clarington is a progressive employer committed to equity, inclusion and diversity within its community and organization. We are committed to building an inclusive and barrier-free environment for our team.

We are pleased to accommodate individual needs in accordance with the Accessibility for Ontarians with Disabilities Act, 2005, within our recruitment process. If you require accommodation at any time throughout the recruitment process or in performing your position should you be selected please contact the Human Resources Division at [careers@clarington.net](mailto:careers@clarington.net).

### **Who we are**

Clarington is one of eight municipalities in Durham Region. With a population of 105,000 people and growing, Clarington offers residents a blend of city living and rural charm. The corporation is made up of six departments that report through to the Chief Administrative Officer.

The Municipality of Clarington is an equal opportunity employer and a great place to build a career. We value teamwork, diversity and offer an environment where staff can grow and pursue advancement opportunities while making a difference to the community.

### **What the role entails**

The Municipality of Clarington, Community Services Department is looking for enthusiastic and knowledgeable staff to provide leadership and supervision in a safe and enjoyable environment for our seasonal Preschool Recreation Programs. Preschool Recreation Programs operate from September 2022 to June 2023. This position reports to the Recreation Coordinator.

Please be advised that Recreation Programs will be conditional on the restrictions and guidelines in place for COVID-19 as established by the Provincial Government and the Durham Public Health Department.

### **Responsibilities**

The following responsibilities and duties of this position includes but is not limited to:

- Assisting the Preschool Instructor with all program planning and implementation of daily preschool activities and workshops.
- Supervising and interacting with participants daily.
- Ensuring the safety of all participants at all times.

- Collecting accurate attendance figures daily and maintaining weekly statistics.
- Communicating effectively with co-workers, parents, and supervisors.
- Other duties as assigned.

## **Qualifications**

The successful candidate will possess:

- Successful completion of high school.
- A Degree or Diploma in Early Childhood Education would be considered an asset.
- Experience working with preschool age children, 0 to 6 years of age.
- Ability to instruct children in a class setting.
- Able to work daytime hours, Monday through Sunday.
- Demonstrated experience providing excellent customer service.
- Proof of current Standard First Aid and CPR “C” certification or proof on enrollment would be an asset at time of interview. Successful candidates must obtain a Standard First Aid and CPR “C” certificate at employee’s expense prior to commencing employment.
- Certificate in High 5 Principles of Healthy Child Development (PHCD) or proof of enrollment would be an asset at time of interview. Successful candidates must obtain a PHCD certificate at employee’s expense prior to commencing employment.
- Must be legally able to work in Canada.

## **What we offer you**

We offer the following for this position:

- Rate of pay: \$15.01 per hour (2021 rate).
- Hours of work: Successful candidates will be required to complete scheduled training prior to the start of programs and must be able to work evenings and weekends, up to a maximum 24 hours per week.

## **Additional information and requirements**

Prior to starting the position, the successful candidate must provide, at their own expense, a current (within the last 180 days) satisfactory criminal reference check with vulnerable sector screening from a Canadian Police Information Centre. Applicants who have been employed with the Municipality within the last year and have provided a criminal reference check within the last 365 days are exempt from providing another criminal reference check.

The Municipality of Clarington requires new employees to be fully vaccinated against COVID-19. Valid exemptions pursuant to the Ontario Human Rights Code will be assessed on a case-by-case basis. If contacted for an employment opportunity and you require accommodation under policy H-37 – Workplace COVID-19 Vaccination, please contact [humanresources@clarington.net](mailto:humanresources@clarington.net) for additional information. Please note that resumes should not be sent to this email.

## How to apply

To view this position and to submit your application online, please visit [www.clarington.net/careers](http://www.clarington.net/careers). Applications will be accepted until **September 16, 2022, at 4:00 p.m.**

This job competition number is **File # 102-22**

We thank all applicants for their interest. However, only those under consideration will be contacted.

## Privacy

Applicant information is collected under the authority of The Municipal Act, 2001 and the Municipal Freedom of Information and Protection of Privacy Act for the purpose of evaluating the applicant. Questions about this collection should be directed to the Director of Legislative Services by calling 905-623-3379.