

Job Title: <b>Contract Childminder</b>	Direct Supervisor: <b>Executive Director</b>
Department: Childminding	Direct Working Team: Executive Director, CCRR Coordinator, Referral Consultant, CCRR Program Consultants
Revision Date: January 2020	Contractor Rate: \$20/hr

**Childhood Connections - Okanagan Family & Childcare Society (CCS)** works to support safe, secure and healthy environments for children; to encourage quality and excellence in child care; to provide information, services and programs that enhance the capacity of parents/guardians and child care providers; build community partnerships to strengthen service-delivery and reduce duplication of services.

**Position Overview**

For the delivery and preparation of onsite childcare program to support the learning and development of parent participants taking parenting courses onsite,

The Contractor is responsible to:

1. Work in coordination with the Program Facilitator to prepare, facilitate and evaluate the children's activities
2. To prepare, facilitate and evaluate means:
  - Plans and carries out developmentally appropriate activities and experiences in harmony with the program philosophy and in coordination with the Program Facilitator.
  - Creates a family-friendly environment that provides safety and security for children and their caregivers
  - Leads early learning activities, including stories, music and art, to help children grow linguistically, physically, socially, emotionally
  - Provides opportunities for active/quiet, and individual/group activities
  - Organizes space, equipment and materials before the program begins
  - Assists children in expressing themselves by listening and responding with questions or comments that extend conversations
  - Uses a variety of teaching techniques including modelling, observing, questioning, demonstrating, and reinforcing
  - Plans and carries out experiences that foster an understanding of a variety of cultures and value systems
  - Provides opportunities for child directed play experience
  - Provides experiences and play materials that actively promote diversity and acceptance in interactions and attitudes
  - Encourages parent involvement and participation in the program
  - Assists with program evaluation and feedback.
3. In providing the above services, the Contractor understands and agrees to:
  - a) Comply with all rules and regulations governing the delivery of the Program curriculum;
  - b) Maintain a professional level of confidentiality working with organizational information or clients. A signed Confidentiality Agreement will be required;
  - c) Be responsible for providing and maintaining the appropriate equipment and supplies required to perform the work. This excludes client materials for direct

program delivery (ie. course manuals, craft supplies);

- d) Provide a Criminal Record Check including vulnerable sector population check that is clear of offences that are directed related to the work to be performed and/ or against the population that is being served.
- e) Be solely responsible for submitting invoice for the payment, and solely responsible for payment of any and all taxes and other statutory deductions or payments applicable to the agreed fee.

**Requirements**

- Experience: 3+ years working with children aged 0-5years
- Education: ECE, RA, ECE-A or combination of experience and education
- Clear Criminal Record Check with Vulnerable Sector Check
- Courteous and friendly manner with the parents and program facilitator
- Work well with team environment and independently
- Good communication, interpersonal and organizational skills

Please forward your resume and covering letter to **Melissa Hunt, Executive Director**, at [melissah@childhoodconnections.com](mailto:melissah@childhoodconnections.com).

We thank-you for the interest in this position, but please note we'll only contact those applicants selected for an interview.

Thank-you!