

## **JOB POSTING**

*January 10, 2008*

### **School Age Child Care Assistant (Part-time)**

YMCA of Hamilton/Burlington/Brantford

Hamilton YMCA School Age Child Care  
79 James St. South, Hamilton, ON L8P 2Z1

Burlington YMCA School Age Child Care  
500 Drury Lane, Burlington, ON L7R 2X2

Brantford Family YMCA School Age Child Care  
143 Wellington Street Brantford, ON N3S 3Y8

### **Salary Grade: 9**

#### **Overview:**

The YMCA of Hamilton/Burlington/Brantford is the 4<sup>th</sup> largest YMCA in Canada with an annual operating budget of \$32 million. The Association offers programs and services including health, fitness and recreation, family and children's services, camping and outdoor education, youth leadership development, a men's residence located in the Hamilton Downtown branch and international development education.

The Les Chater branch recently opened and is already been well received by the community and is a very active YMCA. The Les Chater Family YMCA is full service health fitness and recreation branch. The new facility houses a 25m pool, large fitness center, gym and multipurpose rooms as well as a licensed Childcare. The building is also shared with a regional library.

#### **Nature & Scope:**

The School Age Child Care Assistant will assist the supervisor in the planning and implementation of the SACC program to ensure that the program is delivered in compliance with the policies and procedures established by the YMCA and in accordance with the Day Nurseries Act. School Age Child Care Assistants are responsible for the supervision of children at all times during program to ensure the health and safety needs of all are met.

#### **Responsibilities:**

- ◆ This position requires staff to be flexible and to work a split shift (before and after school hours)
- ◆ Program areas are based on shared space within the school and may not be dedicated space, therefore, requiring movement/set up of equipment on a daily/weekly/monthly basis
- ◆ Must be familiar with the developmental needs of children ranging from ages 3.8 to 12 years
- ◆ Participant enrollments range from 10 to 90 children in attendance
- ◆ Programming for low enrollment is as equally challenging as programming for higher participant enrollments.
- ◆ Incumbents must have knowledge of potential hazards and the ability to put a preventative plan in place
- ◆ Required to assume leadership in the absence of the supervisor

- ◆ Maintains a positive working relationship/image with the Boards of Education, staff, parents, volunteers and children.

**Qualifications:**

- ◆ One year work/volunteer experience with children/youth
- ◆ Minimum age requirement is 18 years
- ◆ Completion of High School education or equivalent
- ◆ Computer knowledge
- ◆ Good communication skills, both written and verbal
- ◆ Familiar with the Day Nurseries Act and High Five training tools
- ◆ Clear Criminal Reference Check as a condition of employment

**Competencies:**

In addition to bringing commitment to YMCA visions and values, the candidate should have the following competencies:

- ◆ Acts immediately when issues of health and safety are involved.
- ◆ Ensures customers (children, parents, school boards) are treated in a courteous manner, promptly and every effort is made to address any concerns.
- ◆ Is knowledgeable about behavior management issues and is able to step in and resolve issues as needed
- ◆ Child & Youth focused
- ◆ Concern for Health & Safety
- ◆ Relationship building & Collaboration
- ◆ Communication

Recruitment for School Child Care positions is ongoing. If you are interested in applying for a position, please submit your letter of application and resume to the following email address:

**[saccjobs@ymca.ca](mailto:saccjobs@ymca.ca)**

**We thank all applicants, however, only those considered for an interview will be contacted.**

**Thank you.**