



YMCA of  
Hamilton | Burlington | Brantford

## Early Learning Assistant

Positions Available in Brantford

**Salary Range:** \$19.80 per hour (inclusive of all government wage subsidy grants)

**Position Status:** Part-Time Permanent with benefits and complimentary YMCA membership

**Placement:** Immediate

**NOTE:** This process will also establish a pool of candidates that may be used to fill similar vacancies within YMCAHBB Child Care over the next 6 months.

### Why work at the Y?

Our work environment is defined by respect, teamwork, opportunities for personal and professional growth and investments in the health and wellness of the people who are part of that team. We offer an array of total rewards to recognize loyalty, longevity, and passion for the work we do:

- Paid vacation entitlements that increase with seniority (subject to eligibility)
- Competitive total compensation packages
- Group health and benefits plans (includes medical, dental, and prescription medication, subject to eligibility)
- Generous pension plans with employer matching
- Free YMCA Health & Fitness Memberships
- Professional development opportunities including paid training and access to YMCA education scholarships
- Reduced rates for YMCA Child Care, Camp, and Child & Youth programs (subject to eligibility)
- Employee and Family Assistance Program (EFAP)
- Opportunities for career advancement

### Nature & Scope:

The Early Learning Assistant is responsible for assisting in the development and implementation of a licensed child care program that meets the developmental needs of children 0 - 12 years of age, while adhering to the YMCA policies and procedures and quality standards, as well as the regulations of the Child Care and Early Years Act. Early Learning Assistants are responsible for the supervision of children at all times during program to ensure the health and safety needs of all are met.

Since programs may take place in a shared space, incumbents must have excellent interpersonal skills in order to maintain and foster strong and positive relationships with school personnel, parents and other educators to promote the delivery of high quality child care services within the community.

If you are interested in this position, please [CLICK HERE](#) to complete the YMCA Employment Application form and follow the instructions for submitting your cover letter and resume, along with documentation to verify completion of (or in process of completing) Standard First Aid with CPR-C.

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

### Accessibility:

The YMCA of Hamilton/Burlington/Brantford is committed to creating an inclusive environment that accommodates all individuals, including those with disabilities. We support the goals of the *Accessibility for Ontarians with Disabilities Act (AODA)* and have established policies, procedures and practices which adhere to the accessibility standards set out in the AODA. Should you require any accommodation throughout the recruitment process please do not hesitate contacting our Human Resources Department.

The YMCA of Hamilton/Burlington/Brantford is an equal opportunity employer.



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#### **Responsibilities:**

- This position requires the ability and flexibility to work a split shift (before and after school hours);
- Program areas are based on shared space within the school, 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 0 to 12 years
- Assist in the planning, organizing, and leading activities for children 0 to 12 years of age to meet the developmental needs of children. Program numbers range from 10 to 90 children in attendance
- Ensure the health and safety of the children is maintained at all times; Must have knowledge of potential hazards and the ability to put a preventative plan in place;
- Utilizes appropriate behaviour guidance techniques in all interaction with the children;
- Required to assume leadership in the absence of the facilitator;
- Participates in Association wide events and attends monthly meetings and professional learning sessions

#### **Qualifications**

- Completion of High School education or equivalent
- A minimum of 6 months experience working with children, obtained through paid work experience, volunteering, placements, or a combination of the above
- 18 years of age or older
- Current Standard First Aid and CPR-C & AED certification (Level C)
- Current and clear Vulnerable Sector Check
- Strong interpersonal, and relationship building skills; ability to establish rapport with children, families, staff/volunteers, and community partners
- Excellent communication skills, both written and verbal
- Working Computer knowledge
- **If you are hired, prior to your start date and as a condition of employment, you will be required to provide proof that you are fully vaccinated against COVID-19 or have a valid Human Rights exemption.**

#### **Competencies:**

##### **Commitment to Organization Vision and Values**

Demonstrates and promotes a personal understanding of and appreciation for the Mission, Vision, strategic outcomes and values of the YMCA.

##### **Child & Youth Focused**

Commits to assisting growth and development among children and youth

## **Why Work for the YMCA?**

As a charitable organization, the YMCA values the contributions of its diverse teams. We recognize the importance of providing meaningful opportunities that allow employees to grow and thrive. At the YMCA of Hamilton/Burlington/Brantford, in addition to fair wages, we offer a complimentary general membership with additional options for family participation. A comprehensive benefits program is also available to employees including a competitive and robust pension program. YMCA Employees enjoy a generous vacation entitlement that increases with seniority, as well as other paid entitlements. All employees have access to an Employee Assistance Program which provides confidential counseling and referral services as well as preventative education. Additionally, the YMCA understands the holistic needs of its employees is equally important and attempts to support these goals by offering a variety of staff discounts on the programs and services that support good health and strong families. We look forward to welcoming you to the YMCA.



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**Competencies continued:**

**Planning and Organization**

Establishes a clearly defined and effective course of action for self and others to accomplish short and long term work goals.

**Communication**

Communicates in a thorough, clear and timely manner and supports information sharing and goal achievement across the YMCA.

**Relationship building and collaboration**

Builds positive interactions both internally and externally to achieve work related goals.

**Creativity and Innovation**

Develops new ways or adapts existing ideas to help achieve desired results.

**Internal Applicants:**

The YMCA of Hamilton/Burlington/Brantford encourages employees within the Association, as well as those employed within the Canadian YMCA/YMCA-YWCA Federation to submit their application.

Please note that in so doing, the YMCA of Hamilton/Burlington/Brantford reserves the right to contact the applicable YMCA or YMCA-YWCA for purposes of seeking an employment reference throughout the recruitment process.

Please ensure that prior to submitting your application that you have disclosed to your current supervisor, your intention to submit your application. By submitting your application, you understand and agree to allow the YMCA of Hamilton/Burlington/Brantford to contact your current Association.

**Organizational Overview:**

As one of the largest charitable community service organizations in Canada, the YMCA of Hamilton/Burlington/Brantford responds to critical social needs in the community and works to provide solutions. By nurturing the potential of children, youth and adults, the YMCA connects people to life-building opportunities, to each other and enhances their quality of life. We foster social responsibility and healthy living. The YMCA works collectively with community partners that share the YMCA's determination in strengthening the foundations of community for all people

This position requires a commitment to the YMCA mission and core values of: Belonging, Caring, Honesty, Respect and Responsibility, as well as, a commitment to building developmental assets in children and adults. All offers of employment will be subject to the provision that the successful incumbent provides the YMCA of Hamilton/Burlington/Brantford with a current and satisfactory Police Records Check. Positions responsible for the direct supervision of children and/or vulnerable persons will be required, in addition to a Police Records Check, to provide a Vulnerable Sector Screening Report at the time of hire.



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