



Child Development Assistant Nose Creek- School Location

Come join our team and make a difference in the lives of Children!

Reporting to the Program Manager - Boys & Girls Club of Airdrie, the Child Development Assistant will be responsible for assisting Child Development Supervisor/Worker and the Program Coordinator in the planning, implementation and evaluation of play based, social recreational, programs, focusing on social skill development and individual self-esteem enhancement for children grades 1-4 at Nose Creek School. They may also be responsible for supervision of program volunteers.

Key Responsibilities

- Development and implementation of social recreational and educational programs for children grades 1-4 focusing on social skill development and individual self-esteem enhancement
- Volunteer management
- Daily management including cleaning and ensuring facility safety
- Ensures participant safety
- Ensures all areas of programming adheres to Licensing Standards as directed by Alberta Human Services.

Skills

- Minimum Child Development Assistant (Level 1) or ability to complete Child Care Orientation Course within six months of hire.
- Knowledge of social skills, self-esteem enhancement and child development
- Previous experience with children and youth
- Excellent communication and organizational skills
- Able to work as part of a team and model confidence during times of independence.
- Certified in First Aid (level B or C)
- Ability to provide RCMP Criminal Record Check, Child Intervention Check
- Ability to apply and qualify for Child Care Certification as directed by Alberta Human Services

Hours of Work

School Days Only

Monday - Thursday 2:30pm – 6:00pm

Fridays 12:45 – 6:00 PM

8 additional administrative hours per month to support Accreditation Programming.

Wage Rate

\$17.14 per hour (includes Accreditation Staff Support Top Up is dependent on Staff Certification)

Probationary Period

There is a three month probationary period for this position.

Staff Certification

If you do not have your current certification, please see the educational equivalencies chart and the staff child care certification application at the link below. <https://www.alberta.ca/child-care-staff-certification.aspx>

Probationary Period

There is a three-month probationary period for this position.

Leadership and Professional Development

The Airdrie Boys and Girls Club believes that ongoing professional development is integral to high quality programming and services to our participants and families. Staff members are required to participate in professional development opportunities throughout the school year.

Childcare staff in the licensed after school programs are responsible to attend and complete a minimum of 3 external community based educational courses or sessions; plus, ALL other BGCA internal development opportunities regarding policies, procedures, and processes. Childcare staff will be required to complete these within the school year. (1 session during September-December and 2 sessions during January-June) BGCA will strive to ensure that capacity building courses are financially feasible for employees to access.

Staff will be notified of upcoming internal opportunities as they become available and reasonable accommodations will be made for participation of staff members.

To Apply

Please submit your resume and cover letter to Cassandra Clem, Director of Programs and Services at cclem@bgcairdrie.com.

Please note, only suitable candidates will be contacted.