

**Certified Level 2 or 3 ECE
Childcare Program Support Worker**

32 Hours \$18.00/hour
Commencing January 3rd, 2022

Welcome to the BGC Airdrie Club. We are a place where “Opportunity Changes Everything.” Please take a moment to review this exciting opportunity we have available.

Interested in applying?

Please follow the steps outlined below and thank you for your interest!

Our Mission

To provide a safe supportive place where children and youth can experience new opportunities, overcome barriers, build positive relationships, and develop confidence and skills for life.

Position Details

Reporting to the Program Manager – BGC Airdrie Club, the Certified Level 2 or 3 **Childcare Program Support Worker** will be responsible for working within all BGC Airdrie Before and After School Childcare Locations, whether they be licensed, or community club locations in Airdrie and Irricana.

Preference will be given to candidates with a minimum of 2 years frontline experience in licensed childcare or community club programs. Experience supporting teams in handling conflict, implementing behavioral management strategies, facilitating engaging and play based group activities, and providing 1:1 support to children in programs will be a highlight of this role.

The applicant must engage positively within a dynamic team environment. Additionally, experience with program planning, implementation, and evaluation. The **Childcare Program Support Worker** will engage all programs to provide social, recreational and educational programming, focused on social skill development and individual self-esteem enhancement for children grades 1-5.

Key Responsibilities

- Direct Program support, and shift coverage in time of need, supporting the needs of the Lead ECE’s at each site location
- Able to support programming in Airdrie and site locations in Rocky View County
- Support planning, organizing, and purchasing of program materials
- Provide program support to each site as the leads complete their monthly budgeting and program reporting
- Support the implementation of social recreational and educational programs for children grades 1-5 focusing on social skill development and individual self-esteem enhancement, as directed by the Lead ECE at each site.
- Volunteer management (as needed), supporting volunteers and practicum students in a program setting
- Support daily facilities management including cleaning and ensuring facility health and safety

- Understand and adheres to Licensing Standards as directed by Alberta Human Services
- Understand and adheres to the revised Licensing Program Plan
- Able to support the needs of children in a fast-paced, engaging childcare environment
- Ability to create supportive and engaging relationships with parents and guardians
- Applicant must adhere to BGC Airdrie, COVID 19 vaccination policy and procedures, including proof of vaccination or agree to rapid testing protocols, at one's own expense

Skills

- Certified Level 2 or 3 ECE as per Alberta Child Care Certification.
- Knowledge of social skills, self-esteem enhancement and child development
- Previous experience with children in an after-school or child care setting
- 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 with vulnerable sector, Child Intervention Check

Hours

32 hours per week

Monday – Friday

Between hours of 6:30am - 6:00pm

Wage top up funding

GOA Staff Support Top Up- dependent on Staff Certification and **is only applicable to direct childcare hours.**

Level 2 GOA \$4.02

Level 3 GOA \$6.62

Wage Rate

\$18.00 per hour

Additional Benefits

Health Care Benefits after 3months

Accumulated vacation and personal time will not be available to access until one year of employment.

Staff Certification

In hand and prior to start date is highly preferred.

If you do not have your current certification, please see the educational equivalencies chart and the staff childcare certification application at the link below.

<http://www.humanservices.alberta.ca/documents/child-care-staff-certification-guide.pdf>

To apply for your certification

<https://www.alberta.ca/child-care-staff-certification.aspx>

Probationary Period

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

Please email Alyssa Friesen afriesen@bgcairdrie.com with your resume, cover letter, and Child Care Certification Post-Secondary Education Certification.

Thank you for your interest but only suitable candidates will be contacted.