



We are hiring...

ECE Part Time - After School Skiddle Club

Town of Woodstock, Recreation and Community Services

AYR Motor Centre

Position Type: ECE Part-Time - After School Skiddle Club

Hours: Part time – September – June - 25 Hours weekly (8-hour days during school closures - PD days, snow days)
Full time – July- August – 30-40 Hours weekly

Wage: NB ECE Wage Grid - \$22.79-\$25.35/Hour with ECE Certificate or Recognized Equivalent
\$16.47-\$18.54/Hour without ECE Certificate or recognized Equivalent

Location: 105 Connell Park Road

JOB SUMMARY - The Afterschool Skiddle Club is designed to be a program where children can come after school (full time in the summer months) and feel safe and welcomed. The children can socialize with their peers while interacting in child centered physical activities and learning invitations. A quality program depends a great deal on the manner in which all employees of the AYR Motor Centre perform their duties and conduct themselves. All participants and families will be treated fairly and with respect.

KEY SKILLS & PREVIOUS EXPERIENCE:

Duties may include, but are not limited to the following:

- Daily supervision of the program participants
- Must have competent understanding of the *Operator Manual for Full and Part time Early Learning and Childcare Centres*.
- Program planning sufficient to meet director's expectations with a balance of indoor, outdoor, quiet and physical activities.
- Program has a heavy emphasis on outdoor play/learning. Willingness to plan and enthusiastically implement outdoor activities in **ALL** weather.
- Behavior Management and Positive Guidance.
- Report incidents to Lead Educator.
- Preparation and tidiness of your classroom environment. Ensure adequate supplies are available daily.
- Responsible for monthly (visual) documentation such as photo collages, learning stories and updating.
- Notify Coordinator of supplies and material to be purchased.
- General cleaning/sanitation and maintenance of materials. Notify Coordinator of any needed repairs needed

REQUIRED CERTIFICATIONS:

- Early Childhood Education Certification - if not ECE certified, must be willing to take the 90-hour Introduction to Early Childhood Education online training
- Yearly Professional Development-10 hours (Minimum)
- Criminal Record and Vulnerable Sector Check (updated every 5 years)
- Social Development Check (updated every 5 years)
- Valid First Aid and CPR Certificate (updated every 3 years)

WHAT WE OFFER:

- Comprehensive benefits package (Life Insurance, LTD, Critical Illness, Health & Dental)
- 5 paid sick days per year
- 10 days paid vacation per year
- Opportunities for career growth, professional development and training.
- Free access to Employee and Family Assistance Program (EFAP) and services.

Interested candidates please submit a resume with cover email by **July 19, 2024** to hr@town.woodstock.nb.ca. We thank all applicants for their interest, however, only those considered for an interview will be contacted.