



REGIONAL DISTRICT OF CENTRAL KOOTENAY

Childminding Staff

Nelson & District Community Complex

Job Description

TITLE OF IMMEDIATE SUPERVISOR: Recreation Programmer

TITLE OF IMMEDIATE SUBORDINATES: N/A

DEPARTMENT: COMMUNITY SERVICES - Recreation

SUMMARY OF POSITION:

Under the general supervision of the Recreation Programmer, the Child Minding Staff will provide temporary care for children using the NDCC programs. Duties include providing a high level of service and a fun experience to preschoolers using the child-minding services. The employee must exercise care in routine dealings with other employees and provide assistance to customers using the facilities.

TASK DESCRIPTION:

As a member of the Recreation team, responsibilities include, but are not limited to:

1. Provide a safe and healthy environment for the participants in Child Minding.
2. Monitor and maintain record of usage statistics. Keep client information up to date .
3. Monitor program supplies and make recommendations for equipment needs.
4. Complete accident and incident forms as required.
5. Respond to patron inquiries and concerns immediately, utilizing all appropriate resources (program guide, senior staff, supervisors, etc.). Using a positive customer service approach, provide the utmost in personalized customer care in an enthusiastic and professional manner.
6. Promote and maintain good public relations towards those persons or organizations that enquire or could make use of the facility.
7. Assist in training and orientation of new staff.
8. Keep current of new child care methods.
9. Ensure designated shifts are covered and assist with call-ins as required.
10. Perform other related duties as required.

REQUIRED QUALIFICATIONS

- Standard First Aid
- Basic CPR (AED preferred)
- Satisfactory Criminal Record

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- First aid knowledge, scanning skills, team work, communication skills, initiative, self motivation, leadership skills.
- Ability to communicate effectively with the public and staff, both verbal and written.
- Ability to ensure child-minding equipment and supplies are disinfected regularly based on cleaning requirements.
- Capable of making preschoolers feel safe and comfortable in a group environment.



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PREFERRED LICENSES, CERTIFICATIONS AND REGISTRATIONS

- Grade 12 diploma or equivalent
- Early Childhood Education
- Caregiver Certificate

ACCEPTANCE

I have read and discussed the expectations for this position. The associated tasks have been explained to me by my direct supervisor and I am prepared to accept these responsibilities.

Employee Name

Employee Signature

Date

Employer Representative Name

Employer Representative Signature

Date