



## **Manordale Women Crafting Group – Child Minding Position**

**Position Type:** Part time contract, 2 hours a week, Thursdays from 1:00 pm – 3:00 pm

**Title:** Child Minding Position

**Employment period:** December 7, 2017 – March 29, 2018

**Salary:** \$15.00 hour

**Job Area:** Nepean

### **Scope of Position:**

The successful candidate will provide high quality childcare, within a positive, safe and happy environment while maintaining the highest standards set by Nepean, Rideau and Osgoode Community Resource Centre (NROCRC).

The successful candidate must commit to work within NROCRC's model of Community Development.

### **Job Responsibilities:**

- Maintain a clean, safe and stimulating play sessions for young children, includes set up and preparing session activities
- Facilitate clean-up and conducting an well-organized play session for children
- Ensure the children are supervised at all times
- Perform other related duties as assigned
- Work in a manner that preserves confidentiality
- Work in a way that promotes collaborative and interdisciplinary teamwork
- Respect and value the diversity of communities and individuals

### **Qualifications/Experience/Education:**

- Experience in Childcare
- Experience working with people of different cultural and socio-economic backgrounds
- Ability to work effectively in a multi-disciplinary team environment
- Ability to deal with conflict
- Ability to communicate fluently in English (reading/written and verbal skills)
- Ability to obtain a Police Records check
- Current certificate in Infant/Child Emergency First Aid/CPR
- Excellent communication and interpersonal skills with adults and children
- Good Time Management skills

**Please submit your cover letter and your resume by: 4:00 pm Tuesday, December 5, 2017**

**Reply to: Tina Maisonneuve, Operations Manager**

**By email: [tmaisonneuve@nrocrc.org](mailto:tmaisonneuve@nrocrc.org)**

We would like to thank all candidates for applying, however, only those selected for an interview will be contacted directly. Due to the high volumes of interested applicants, we will not be able to receive phone calls asking for more information on available positions.

NROCRC is an equal opportunity employer committed to building a diverse work team representative of the community we serve.

NROCRC welcomes applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.