



CLINTON CO-OPERATIVE CHILDCARE CENTRE INC
27 Percival St. PO Box 489
Clinton, ON N0M 1L0
519-482-5777
clinton@clintonchildcare.com

Title: Off-Site Supervisor
Reports To: Executive Director
Location: Goderich Before and After School Program

Position Status: Full Time Off-Site Supervisor
Before & After School at Goderich Public School

Hourly Pay: \$28.24 to \$34.26

Hourly Work Week: 30-35 hour work week
Split Shift 7:00-10:00am/2:00-5:30pm

Signing Bonus: \$2,000 will be paid in two installments

- \$1,000 upon signing the contract
- \$1,000 at the end of the school year, provided you remain actively employed with the organization at that time

Overtime: Eligible after 44 hours/week

Benefits: Extended health, dental, EAP, and RRSP matching – after successful completion of probation period

Job Summary:

To independently coordinate childcare services, provide supervision, and leadership to staff, and participate in the delivery of a balanced child development program according to the philosophies of Clinton Co-operative Childcare Center in line with the standards of the Child Care Early Years Act, Ministry of Education, and Huron Perth Public Health at a satellite location.

Principle Duties & Responsibilities

- Provide constant supervision of children to ensure the safety and well-being of all children and their families, including social and physical needs
- Provide a nurturing and welcoming environment for children and their families
- Follow the Clinton Co-operative Childcare Centre program statement
- Shares in the responsibility for planning, preparing and implementing learning experiences and play opportunities by following the children's interest and child's lead; including updating program plans weekly and documentation
- Participates fully and consistently as a conscientious team member in caring for the children and in the overall operation of the program and Centre
- Maintain regular and open communication with program team members and all other co-workers

- Complete children's enrollment schedules for the school year, as well as PA Day and Summer program enrollment
- Build positive, responsive and professional relationships with children, families and all staff
- Point of contact for all satellite location-specific issues and/or inquiries;
- Ensures the program operates in compliance with all childcare licensing standards
- Knowledge and implementation of CCCC policies and procedures; Childcare and Early Years Act, and the Ministry of Education
- Respond to complaints from members (parents), staff, and/or community agencies, consult with the Executive Director and report complaints as necessary;
- Assist the Executive Director to retain and maintain required licensing through the Ministry of Education;
- Maintain a daily journal, and behaviour management journal;
- Assist in the coordination of administrative functions including, but not limited to, developing strategies to meet organizational needs;
- Complete monthly staff schedules to ensure sufficient staff are available for programming;
- Maintain staff files and annual sign-offs, and keep children's records updated as needed;
- Monitor and approve overtime and vacation time and monitor employee sick time;
- Shares responsibility for maintaining program equipment in good repair, assists with toy/equipment disinfecting, and follow health regulations
- Shares responsibility for maintaining the play environments and storage areas in an organized and clutter-free condition
- Facilitates regular fire drill and other emergency procedures
- Participates in ongoing professional development and attends all mandatory workshops or training, as well as meetings and training as required
- Provide guidance to volunteers, college placement students and high school co-op students, and at times oversee and assist in evaluations
- Assists the Executive Director/Co-Supervisor in maintaining a safe and healthy work environment by promptly reporting any existing and/or potential workplace hazards
- Performs other duties as may be assigned from time to time by the Executive Director/or Designate

Qualifications:

- Must possess an Early Childhood Education Diploma from a recognized College or equivalent, and be a registered member of the College of Early Childhood Educators
- At least 2 years experience working within a licensed childcare environment
- Previous experience in a Supervisory position preferred but not required
- Must possess current First Aid and CPR with AED certification including Infant and child CPR
- Clear Vulnerable Sector Check, or current within 6 months or able to obtain
- Required to maintain immunizations and be free of all communicable diseases

**Please submit cover letter and resume to the attention of Amanda Smale,
Executive Director at clinton@clintonchildcare.com**

Those candidates selected for an interview will be notified by email.