

THE MUNICIPALITY OF LEAMINGTON
RECREATION DEPARTMENT-JOB DESCRIPTION

POSITION: Child Care Centre Staff

DEPARTMENT: Leamington Recreation Department-Administration

CLASSIFICATION: Part-time Casual Staff

REPORTS TO: Recreation Facility Coordinator

HOURS: Part-time positions available (daytime hours)

SALARY: \$10.93 to \$12.02 per hour (2008 Rates)

QUALIFICATIONS:

- Strong communication, customer service, organizational and decision-making skills.
- First Aid and Level "B" C.P.R. required.
- Education: University/College level with an interest in Child Care or Early Childhood Education (E.C.E.)
- Past experience working in a Child Care setting would be an asset.

TASKS & RESPONSIBILITIES:

1. To always provide a safe playing environment for children while their parents exercise in the complex.
2. Supervise the children utilizing the Child Care Centre through games, reading, playing, craft activities, etc.
3. Cleaning and disinfecting of all toys and equipment in the Child Care Centre.
4. Cleaning floors and carpet areas in the Child Care Centre.
5. Must be able to change diapers, feed small children and care for them in various situations.
6. Be familiar with WHMIS regulations and observe all Health and Safety Policies and Procedures of the Municipality of Leamington.
7. Other duties as assigned by the Recreation Facility Coordinator.

***Note: Will be required to submit a current Police Clearance Check prior to hire when requested by municipal staff.**

Interested candidates are invited to submit a resume, in confidence, quoting file COMMCHILD-CARE to:

Human Resources Officer
Corporation of the Municipality of Leamington
38 Erie Street North
Leamington, Ontario N8H 2Z3
Fax (519) 326-2481
e-mail: prussell@leamington.ca

*Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O 2001, and will be used only for the purpose of determining eligibility for employment. **The Municipality of Leamington is an Equal Opportunity Employer.***