

**THE CORPORATION OF THE MUNICIPALITY OF LEAMINGTON**  
**RECREATION DEPARTMENT-JOB DESCRIPTION**

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<b><u>POSITION:</u></b>	Child Care Centre Staff
<b><u>DEPARTMENT:</u></b>	Leamington Recreation Department-Administration
<b><u>CLASSIFICATION:</u></b>	Part-time Casual Staff
<b><u>REPORTS TO:</u></b>	Recreation Facility Coordinator
<b><u>HOURS:</u></b>	Part-time positions available (daytime hours)
<b><u>SALARY:</u></b>	\$11.88 to \$13.06 per hour
<b><u>QUALIFICATIONS:</u></b>	<ul style="list-style-type: none"><li>• Strong communication, customer service, organizational and decision-making skills.</li><li>• First Aid and Level "B" C.P.R. required.</li><li>• Education: University/College level with an interest in Child Care or Early Childhood Education (E.C.E.)</li><li>• Past experience working in a Child Care setting would be an asset.</li></ul>

**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.