



*“To preserve and enhance the quality of life for the residents of Hillhurst Sunnyside”*

**Job Title:** Childcare Support Staff

**Department:** Childcare

**Reports to:** Out-of-School Care Manager & Daycare Manager

**Start Date:** February 15, 2024

### **Application**

Please send an email to [dcmanager@hsc.ca](mailto:dcmanager@hsc.ca) with the subject header of **“Application – Childcare Support Staff”** and include a one-page cover letter stating salary expectations, and a resume of no more than two pages. We thank all applicants, however only those who meet certain criteria will be contacted.

### **Position Description**

Hillhurst Sunnyside Community Association is a vibrant, inclusive community centre offering community-based programming, childcare, sports and recreation facilities, markets and private hall rentals for business functions and special events.

The HSCA Childcare program is looking for a full-time Childcare Support Staff. This is a full-time position starting in February. The ideal candidate will have experience working in a childcare setting and holds a Level 1, 2, or 3 Childcare Certificate. The candidate must be available to work 40 hours per week during the operating hours of 7:30 am-5:30 pm.

### **About our Program**

HSCA Childcare is a fun, busy, and community-orientated department that includes our Out of School Care program and Daycare program. These programs are based out of the Hillhurst Sunnyside Community Association. We offer after school care to both school-aged and Kindergarten children (ages 5-12/grades K-6) and daycare-preschool aged kids. We primarily service students attending Hillhurst School and families that live in adjacent communities. The Out-of-School Care Program is a no-bus/walking only program. Our goal is to provide quality care for children of many ages, that meets their social, emotional, and developmental needs, and helps them thrive as part of their community. Our program hours are Monday-Friday 7:30 AM-5:30 PM

We transition into a summer care program during the months of July and August.

### **Job Requirements:**

- Level 1, 2, or 3 Childcare Certification



- A Criminal Record Check including vulnerable sector dated no more than 6 months prior to hire date (or be willing to obtain)
- Current First Aid and CPR (including child CPR) (or be willing to obtain)
- A positive, caring attitude and a love for working with children
- Be reliable and able to work as part of a team
- Experience with Kindergarten and school aged students is considered an asset
- Knowledge of the Childcare licensing act and relevant regulations
- Knowledge of emergent curriculum

#### **Position Duties:**

- Primary supervision of the children in their room when in ratio
- Administering necessary medications to children following the appropriate procedure
- Facilitating and following the children's room schedule & emergent curriculum plan
- Helping facilitate activities such as: art/drama/gym games/free play and so forth
- Caring for the child's personal; social; emotional; physical and intellectual development and completing Nippissing Developmental Assessments
- Aiding as a mediator in child disputes
- Enforcing rules, guidelines and moral codes of behaviour
- Emergent Curriculum planning which includes completing monthly & weekly planning sheets as well as evaluations. Planning should be done during specific planning time only when staff aren't involved in direct care/supervision of children.
- Maintaining high standards of hygiene and cleanliness within all spaces used
- Light cleaning duties -including but not limited to: sweeping, disinfecting common surfaces, general tidy up, and sanitization of toys.
- Communicate with program families daily to foster positive relationships and relay behaviour concerns, or other daily updates
- Maintaining the upkeep of the room. Helping alter and update this in a timely fashion, so it's pleasing to the eye and retains the interest of the children within the program
- Forming a basic relationship with all parents involved in the program. Learning which child belongs to which parents and a little concerning their family circumstances
- Dealing with minor issues concerning parents and the program
- Maintaining the philosophies and beliefs of both the program and the HSCA as a whole
- Basic documentation concerning our children and issues within the program (see accident/incident reporting policy).
- Maintaining staff documentation and recommended records as required
- Attending all staff meetings as mandatory
- Updating other staff members where necessary, on all aspects of the program including child issues/parental issues/the program in general
- Consistent and appropriate use of the Communications Books to record and pass on all required information to absent staff members
- To show a basic understanding of key licence codes and to be able to show these in everyday operation (ex: emergency evacuation procedure, lock down procedure, etc.)



- To ensure our children have as much fun as possible in a safe and controlled manner without harm to themselves, others, or the physical environment
- Knowledge of the HSCA policies

**Job Type:**

Full Time (40 hrs a week)

Fixed-Term with possibility of extension or permanency

Salary: dependent on level and experience

**Benefits:**

- Casual dress
- On-site childcare

**Schedule:**

- No weekends

**Ability to commute/relocate:**

- Calgary, AB: reliably commute or plan to relocate before starting work (required)

**About HSCA as an Employer**

HSCA is an equal opportunities employer. What does that mean? It means HSCA does not discriminate against any applicant on the basis of race, colour, ancestry, place of origin, political belief, religion, marital status, family status, physical or mental disability, gender, sexual orientation, age, or conviction unrelated to employment, except where such discrimination constitutes a bona fide occupational requirement.