

# **Child Care Assistants**

## **HARROW CO-OP CHILDREN'S CENTER INC**

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### **Job Description**

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Calling all Child Care Assistants. Are you looking for a full-time job working with children ages 2 to 6 years old?

Do you value respect, diversity and teamwork? If you enjoy working with children and a team of professionals who reflect diversity, we want to hear from you.

Male applicants are highly encouraged to apply.

Applicants must:

- 1) have clear criminal record check with vulnerable sector search and clear child abuse registry
- 2) have CPR and FIRST AID certificate.
- 3) be able to work Monday to Friday between the hours of 7am and 6pm.

### **Main Duties**

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Early childhood educator assistants

- Support early childhood educators in carrying out programs that promote the physical, cognitive, emotional and social development of children
- Engage children in activities by telling stories, teaching songs and preparing crafts
- Prepare snacks and arrange rooms or furniture for lunch and rest periods
- Assist with proper eating, dressing and toilet habits
- Submit written observations on children to early childhood educators or supervisors
- Maintain daycare equipment and assist in housekeeping and cooking duties
- Attend staff meetings to discuss progress and problems of children
- May assist early childhood educators or supervisors in keeping records.

### **Employment requirements**

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Early childhood educator assistants

- Completion of secondary school is required.
- Experience in child care is required.

Completion of an early childhood education assistant certificate program or post-secondary courses in early childhood education may be required.

Licensing by a provincial or territorial association as an early childhood educator may be required.

Please send resume to [harrowdaycare@mymts.net](mailto:harrowdaycare@mymts.net)

