



## Job Description

**Job Title:** Childminder (Casual)

**Job Summary:** Childminders care for children ages 0 to 6, while their parents/caregivers attend other programs at Saanich Neighbourhood Place.

**Reports to:** Community Engagement Coordinator

### Requirements

- Relevant Child Care Experience
- Criminal Record Check
- Job Related References
- Current First Aid Certificate

### Skills & Abilities

- Knowledge of child development
- Good interpersonal skills
- Works as part of a team

### Schedule

- Monday – Friday: varied morning and mid-day hours, 3 to 12 hours/week
- Weekends and Weekday Evenings: minimum 3 hour shifts, varied schedule

### Administrative tasks

- Models exemplary child care techniques and behaviour
- Ensures that parents complete the sign-in and sign out process at the beginning and end of every session, including appropriate notes of any special considerations or important information necessary to properly care for the child
- Maintains communication with the Community Engagement Coordinator regarding any issues that arise

### Professionalism

- Participates in appropriate Professional Development as suggested
- Communicates in a positive manner with parents and colleagues
- Performs other related duties as requested

### Care and Supervision

- Ensures child-minding space is set up and cleared up appropriately each day
- Prepares healthy, appropriate snacks each session
- Provide a balance of activities for the children in care
- Engage parents to attend to their child's bathrooming needs, unless a specific arrangement is made to do otherwise between parent and childminding staff.

**Compensation:** \$16.12 per hour

**Start Date:** June 2019

**How to Apply:** Only applicants interested in both positions will be considered. Email your cover letter and resume to Beatrice Toner, Community Engagement Coordinator: [beatrice@snplace.org](mailto:beatrice@snplace.org). We will be accepting application until positions are filled.