

Anticipated start date:	As soon as possible
Terms of employment:	Part-time/On-Call
Starting wage:	\$13.85/hour
Hours of work:	As required – on call Monday – Friday, 8:45am – 2:45pm
Application deadline:	Position will remain open until filled

The Exploration Place is seeking an **enthusiastic, outgoing, motivated, and energetic person who loves to work with children, available to be on call as Flex Support Staff in our Early Explorers Preschool**. Flex Support Staff will substitute for preschool staff in the case of an absence or illness. The successful applicant will deliver high quality programming and develop positive working relationships with families and children. Reporting to the Manager—Integrated Learning, and working alongside our Early Childhood Educators, the Flex Support Staff provides hands-on science and kindergarten readiness activities and interactive supervision for to up to 20 children between the ages of two-and-a-half and five. Subject to availability, the successful applicant may also have the opportunity to work in the Fort George Explorers After School Program or summer camp programs on an on-call basis, if needed. This position is intended to be a relief position to cover sickness and vacation; however, it has the potential to lead to regular part-time or full-time employment in the future.

Responsibilities

- Supervise and interact with children indoors and outdoors, ensuring the safety, stewardship, and well-being of the children in our care
- Assist Early Childhood Educators in the delivery of developmentally appropriate preschool programming
- Ensure program and administrative tasks are completed (accurate attendance records, daily log, opening & closing procedures, incident/accident reports, monthly fire drill procedures)
- Adhere to and promote Northern Health Community Care Licensing Regulations, as well as the policies and procedures of The Exploration Place’s Integrated Learning department
- Establish and maintain positive working relationships with staff, parents, and children
- Maintain confidentiality of all information related to the program, the children, and their families
- Help set up and transform multi-use spaces that are shared with other programs and departments as needed
- Maintain a neat, orderly, and clean working environment, completing all required housekeeping and sanitizing duties in compliance with Northern Health Community Care Licensing Regulations

Hours

This is a part-time, on-call position with **0-24** hours a week. Shifts will be a minimum of 2 hours duration, any time between 8:45am and 2:45pm, Monday to Friday, as required. A regular workday is 6 hours, with a 30-minute unpaid lunch break. We will make all attempts to work around the successful candidate’s current availability.

Job Requirements:

- Have **Early Childhood Educator (ECE), Early Childhood Educator Assistant (ECEA), or Responsible Adult certification**, or have (or be willing to obtain) a minimum of 20 hours of training related to childhood development, guidance, health and safety, and/or nutrition
- Have (or be willing to obtain) a valid first aid certificate and CPR certification
- Have 3 professional references
- Available most weekdays between 8:45am and 2:45pm
- Available to contact by phone
- Willing to accept most shifts offered, often on short notice
- Have relevant experience working with children
- Have excellent communication skills
- Be at least 19 years of age
- Willing to submit to and pass a criminal record check
- Have the ability to work in a fast paced, customer-orientated facility in cooperation with other staff and departments

Desirable Qualifications:

- Have (or be willing to obtain) Class 4 driver's license
- Completion of at least one year of post-secondary education in science, heritage, technology, education, or engineering
- Solid understanding of Northern Health Community Care Licensing Regulations
- Food Safe certificate

We appreciate everyone who takes the time to apply; however, only applicants chosen for an interview will be contacted. No phone calls please.

Please email or drop off a resume, cover letter, and 3 references to:

Robyn Curtis, Manager—Integrated Learning
The Exploration Place
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