

**ESQUIMALT  
POSITION DESCRIPTION**

Position No.: 3062A  
Effective Date: 15 March 1995

<b>Position Title:</b>	Day Care Worker
<b>Department/Division/Section:</b>	Parks and Recreation/Recreation

**POSITION FUNCTION**

Plan and participate in the activities of children in the day care area.

**KEY DUTIES**

Plan, set up and participate in activities with children, ages 5 to 12, such as games, out trips, songs, arts and crafts, stories and special events; listen to children's problems and provide positive reinforcement; discipline children as appropriate; escorting children from school to Out of School Care location.

Discuss children's behaviour and medication with parents; administer medication with parental approval; contact parents regarding absence, illness or emergency; perform first aid as necessary; escort children from school to out of school care location.

Order craft supplies; shop for snack foods and prepare snacks; wash dishes; clean, empty garbage and vacuum day care areas; repair games.

Perform related duties where qualified.

**INDEPENDENCE**

Work is performed according to established routine or assigned by supervisor.

Work is reviewed while in progress by supervisor.

Issues such as major expenditures, admission of children to programs and expulsion of children are referred to supervisor.

**WORKING CONDITIONS****Physical Effort:**

Bend, kneel to assist children. (continuous)

**Mental Effort:**

Deal with multiple requests for attention. (continuous)

**Visual/Auditory Effort:**

Normal.

**Work Environment:**

Day Care Room.

Exposure to germs, pinching and biting from children. (continuous)

**KEY SKILLS AND ABILITIES**

Promote, incorporate and role model the Township's core values into all program activities:

**Accountability** – we are transparent and take responsibility for our policies, our decisions and our actions.

**Integrity** – we practice high standards of ethical behaviour and open communication that inspires trust.

**Respect** – we value people and treat everyone with dignity and fairness.

**Service Excellence** – we strive to meet community needs and achieve high-quality results through teamwork, partnerships, innovation and creativity.

**Passion** – we approach our work with conviction and enthusiasm.

Communicate effectively verbally.

Deal with the public in a courteous and tactful manner.

Understand and apply day care practices.

**QUALIFICATIONS****Formal Education, Training and Occupational Certification:**

High school graduation.

Certificate in Early Childhood Education, including 500 hours practicum. (1 year)

First Aid Certificate. (8 hours)

**Experience:**

Up to 6 months of related experience.

or an equivalent combination of education and experience.

**OTHER**

Length of time to become familiar with job duties and responsibilities: varied, depending on qualifications.

May be requested to substitute in a more senior position.