

POSITION TITLE:	Day Care Worker	POS. NO:	3062A
DEPARTMENT & DIVISION:	Parks and Recreation/Recreation	EFFECTIVE DATE:	March 15, 1995
REVIEWED OR AMENDED DATE:		APPROVED BY:	Manager of Recreation Services

<b>POSITION FUNCTION</b>
Plan and participate in the activities of children in the day care area.
<b>KEY DUTIES</b>
<p>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.</p> <p>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.</p> <p>Order craft supplies; shop for snack foods and prepare snacks; wash dishes; clean, empty garbage and vacuum day care areas; repair games.</p> <p>Perform related duties where qualified.</p>
<b>INDEPENDENCE</b>
<p>Work is performed according to established routine or assigned by supervisor.</p> <p>Work is reviewed while in progress by supervisor.</p> <p>Issues such as major expenditures, admission of children to programs and expulsion of children are referred to supervisor.</p>
<b>WORKING CONDITIONS</b>
<p><b>Physical effort:</b> Bend, kneel to assist children. (continuous)</p> <p><b>Mental effort:</b> Deal with multiple requests for attention. (continuous)</p> <p><b>Visual/auditory effort:</b> Normal.</p> <p><b>Work environment:</b> Day Care Room. Exposure to germs, pinching and biting from children. (continuous)</p>

**KNOWLEDGE, KEY SKILLS, AND ABILITIES**

Model the Township’s core values in 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/professional 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 or an equivalent combination of education and experience. 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.