



Support, every step of the way

JOB POSTING

Job Title: Lead Staff

Job Posting: # 844

Program: Licensed School Age Program

Effective Date: September 1, 2017

Posting Date: August 15, 2017

Posting Closing: August 22, 2017 @4PM

STATUS: Permanent Part time while school is in operation and Full Time during school breaks and summer camp

Place of Work: Hess Street School

Purpose: To work with the Supervisor of Wesley School Age Program and Wesley Child Care Centre, flexible and current programming for children accessing the licensed school age program in a safe and stimulating environment.

Duties:

1. Develop and plan all day to day operations of the licensed School Age program. This will include but is not limited to planning and implementing summer camp program and welcoming clients to the program.
2. Oversee student placements, volunteers, ensuring appropriate staffing levels at all times.
3. Ensure accurate time sheets and incident reports are submitted to the program supervisor in a timely manner.
4. Ensure program needs are being met and in compliance with program licensing requirements according to the DNA.
5. Be knowledgeable about content of program and working directly with children and families that access it.
6. Demonstrate an awareness and knowledge of emergent curriculum and the developmental needs of children in the program, liaising closely with the Supervisor of Wesley Child Care Centre.
7. Gathering statistics, stories, and data on programs on weekly, monthly and yearly basis.
8. Demonstrate an awareness and knowledge of emergent curriculum and the developmental needs of children being served, with the ability to implement the program with confidence.
9. Assist to maintain and monitor program spending to remain within budget in

- conjunction with the Lead staff of Wesley School Age Program.
10. Identify need for Public Relations support, facility issues and supplies needed and report those to the Lead staff of Wesley School Age Program.
 11. Identify and seek out personal training needs.
 12. Ensure open communications with parents/caregivers and other participants.
 13. Assist to collect fees and issue receipts as necessary.
 14. Conduct weekly and monthly safety checks in program. Uphold all standards legislated by Hamilton Board of Health, Fire Code, as well as Ministry of Education (EDU) and DNA requirements.
 15. Participate in Raising the Bar initiative.
 16. Conduct environmental assessments annually ie. SACERS, Quest 1(High Five)
 17. Abide by the health and Safety policies of Wesley Urban Ministries Inc.
 18. Ensure programs compliance with all legal requirements.
 19. Other duties as assigned.

Qualifications:

1. Diploma in Early Childhood Education and registration with the College of Early Childhood Educators.
2. Must have a minimum 2 years of experience working with urban core children ages 4-12 years.
3. Experience working in a Child Care setting, with parents and with community partners
4. Strong team leadership experience and organizational and problem solving skills.
5. Thorough knowledge of applicable legislation i.e. Day Nurseries Act.
6. Experience and sensitivity in working with a multicultural community.
7. Flexibility and readiness to adapt to change.
8. Non violent crisis intervention and 1st aid/CPR training.
9. Must be able to travel to purchase program supplies.
10. High Five Training certification.
11. Basic computer knowledge.
12. Food Safe Handling Certificate.
13. Understanding of social justice, outreach ministry in the United Church.
14. Bilingual (French/English) and/or fluency in other languages an asset.

Competencies

Customer Service

1. Builds constructive relationships characterized by a high level of acceptance, cooperation and mutual respect
2. Helps to create and contributes to a work environment that embraces and appreciates diversity
3. Values and respects the internal and external customers to the organization

Accountability

1. Takes personal responsibility for the quality and timeliness of their work, and team work
2. Believes, respects and adheres to the vision, mission and values of Wesley Urban Ministries

Commitment

1. Demonstrates an understanding of Wesley Urban Ministries Mission, Vision and Values through service delivery approach
2. Acts with integrity
3. Demonstrates a knowledge of the code of ethics of working in social services
4. Adapts to changing program requirements, conditions and work responsibilities

Please send a cover letter and resume to: hr@wesley.ca

Wesley Urban Ministries is an equal opportunity employer. We encourage applications from all qualified applicants. Only candidates selected for an interview will be contacted. No phone calls please. More information about Wesley can be found on our website at www.wesley.ca.