

JOB OPPORTUNITY

JOB TITLE	Preschool Programs Educator/Supervisor
CENTRE	Notre-Dame-de-Grâce
STATUS	Temp complet régulier
SALARY SCALE AND/OR HOURLY RATE	\$27 945 - \$31 756 - \$35 425
WORK SCHEDULE	35 hours per week (Flexible and variable scheduling based on programming)
TITLE OF SUPERVISOR	Director, Child Development
SUMMARY	Under the supervision of the Director, Child Development, the incumbent is responsible: to teach in the preschool classroom; to animate in the preschool day camp; and to implement "Playing to Learn" curriculum in the Jardin d'enfants preschool. The incumbent also oversees all registrations and payments for the preschool and preschool daycamp.
DUTIES	<p>From September to June, the incumbent oversees the Jardin d'enfants Preschool in the role of Educator (25 hrs per week) and Administration (10 hours per week) with the following tasks:</p> <ul style="list-style-type: none"> - Ensure health, safety and development of children in their care; - Develop and offer educational and structured programming for children with the framework of "Playing to Learn" curriculum; - Perform administrative tasks for the preschool - Participate in staff meetings and to any other meetings or training deemed relevant and/or requested by his/her Supervisor; - Actively support initiatives related to the Strong Kids Fundraising Campaign. <p>From June to August, the incumbent oversees Preschool Camp in the role of Animator (20 hours per week) and Administration (15 hours/week) with the following tasks:</p> <ul style="list-style-type: none"> - Hire, train and develop staff; - Oversee and manage all paperwork for payroll and human resources for camp staff; - Uphold and maintain communication with parents

	- Perform administrative tasks for the preschool camp.
REQUIREMENTS	<ul style="list-style-type: none"> - DEC in "Petite enfance" or ACE (Early Childhood Education), certificate recognized by the Ministry or studies in a related field (Child studies; Education; Child Psychology). - Two years experience working in a daycare or preschool setting - Bilingualism (French and English) - CPR and First Aid certification
QUALIFICATIONS	<p>COMMUNICATION: Communicates in a thorough, clear and timely manner and supports information sharing and goal achievement across the YMCA.</p> <p>CHILD AND YOUTH FOCUSED: Commits to assisting growth and development among children and youth.</p> <p>CREATIVITY AND INNOVATION: Develops new ways or adapts existing ideas to help achieve desired results.</p> <p>INITIATIVE: Does the right thing at the right time without being asked.</p> <p>TEAMWORK: Actively builds teams and encourages open relationships for maximum organizational effectiveness.</p> <p>SELF-MANAGEMENT: Works independently with minimal supervision.</p>
EMPLOYMENT START DATE	2010-09-07 (DD-MM-YYYY)

Please forward your application by (date): **2010-08-28**
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