

The Neighbourhood Group (TNG) is a multi-service agency that includes Central Neighbourhood House, Neighbourhood Link Support Services and St. Stephen's Community House

JOB OPPORTUNITY

Job# TNG2025-09

POSITION TITLE: ECE – Winchester (Before & After School Program)	
DEPARTMENT: Childcare	STATUS: Contract Full-Time, CUPE 7797
# HRS / WEEK: 32.5- Split Shift (6.5 hrs/day)	CONTRACT DATE: ASAP until April 25, 2025 or until the return of the incumbent
REPORT TO: Senior Manager, Childcare Services	HOURLY RATE: \$32.92
EXTERNAL CLOSING DATE: Posted until filled	

GENERAL DESCRIPTION: Plan and implement the program created for the children, and provide a safe and healthy environment in accordance with the Child Care and Early Years Act (CCEYA), working as part of a team with support staff, and within the program as a whole. This position reports to the Senior Manager Childcare Service, Winchester and is part of **CUPE Local 7797**.

MAJOR DUTIES:

- Plan and implement stimulating, creative and varied program plans, based on children's needs, and sensitive to the diverse ethno-cultural backgrounds of the children, utilizing community resources
- Observe and record child's development and behaviour.
- Work with the children as a group, while remaining aware of each individual child's needs.
- Work in conjunction with other professionals and agencies that may be called in to help children with special needs.
- Supervise the children in free play and guide them in their physical, social, cognitive and emotional development in accordance with the program statement and policies of the Daycare.
- Maintain a safe playground environment, ensuring all areas are well monitored.
- Knowledge of all policies pertaining to the Daycare. Ensure procedures regarding accidents, fire, emergencies, child abuse and serious occurrences are understood.
- Knowledge of CCEYA.
- Ensure consistent, appropriate and effective behaviour guidance is used.
- Work as a team member.
- Maintain confidentiality.
- Keep Supervisor advised of any pertinent information regarding children, parents or staff, which may cause concern.
- Communicate updates and pertinent information from parents to colleagues.
- Attend staff, general, and parent education meetings; workshops and other meetings in the field of E.C.E.
- Maintain professional development by attending workshops, courses. etc.
- Give support to parents when necessary; provide on-going parent education and information exchange.
- Contribute to parent newsletter and bulletin boards.
- Supervision of ECA's, relief staff, students and volunteers; perform student evaluations.
- Maintain safety and cleanliness of equipment, ensuring that room is prepared and playroom, cupboards, storerooms and bathrooms are clean, safe and well stocked. Establish schedule to ensure all staff rotate completion of household duties. Info Supervisor when equipment needs to be replaced, repaired or re-ordered.
- Establish and follow schedules, being flexible when necessary to ensure punctuality and preparation.

REQUIREMENTS & QUALIFICATIONS:

- Diploma/Degree in Early Childhood Education from a recognized institution and a member in good standing with the College of ECEs
- Previous experience working with infants to school age children.
- Sensitivity and experience working with people of diverse communities such as varied racial, cultural, and socio-economic groups.
- Proven interpersonal skills and the ability to work co-operatively within a team environment.
- Excellent program planning, initiative, judgment, problem solving and organizational skills.
- Strong communication skills, written and oral. Ability to speak a second language is an asset.
- Broad understanding of current childcare issues, particularly children living in varied socioeconomic groups and those with special needs.
- Knowledge of emergent curriculum.

To apply, submit your resume with "TNG2025-09" in the subject line of your email to: careers@tngcs.org

TNG is committed to reflecting the communities we serve and to nurturing a respectful and inclusive work environment for all. We encourage qualified applicants of all ages, races, colours, ethnic origins, religions, abilities, gender identities, gender expression and sexual orientations to apply. Candidates invited for an interview are encouraged to inform Human Resources in confidence of their accommodation requirement