

# Our Kids Count

## Job Description For Casual Early Childhood Educator

Our Kids Count is a community development project aimed at fostering the health and development of children age six and under in families in need of support. This project involves families in all aspects of program planning, implementation and evaluation.

### Responsibilities:

- Build relationships with children and guide behaviour toward the goal of self-discipline using positive guidance techniques.
- Get down to children's level and actively participate in activities that children are doing (do not just stand back and watch them play)
- Assist in the planning and implementation of developmentally appropriate activities – come prepared with art, story, and song to do with the children. You must be able to provide spontaneous programming if needed.
- Be able to provide and receive constructive criticism from staff in regards to performance
- Introduce yourselves to families that attend the program – wear a name tag until families are familiar with you
- Be flexible in helping to clean at the end of shift if needed. Take responsibility to ensure that the space is safe for children and families that attend the program. Check cleaning duties and assist where needed.
- Offer assistance to parents/caregivers when program is finished by helping to dress children, and assist with exiting building if needed
- Report any concerns expressed by parents/caregivers to regular staff member after program is finished. (Remember confidentiality of programs at all times.)
- All programs are peanut free and perfume free. Please check allergy list when attending a program.
- Model appropriate communication skills to help develop positive relationships with parents, children, staff, and community. Be able to follow the policy on communication outlined by OKC.
- Demonstrate respect for the diversity of individuals
- Attend scheduled meetings to keep informed of changes in programs
- Be open to furthering your knowledge base in regards to child development etc. by attending professional development opportunities in the community. (On own or in conjunction with OKC)
- Other duties as requested

### Qualifications

- Early Childhood Education diploma or other related accredited post-secondary education; experience with young children
- Keen interest in the well being of children and families
- Good communication and interpersonal skills
- Strong organizational skills
- Respect for maintenance of confidentiality
- Willingness to work flexible hours
- Ability to work independently or as part of a team
- First Aid and CPR training (preferred) as well as securing a police check
- Access to a vehicle
- Willingness to learn and try new things in regards to programming