



**London Cross Cultural Learner Centre (CCLC)
Babysitter / Occasional Child Care
On-Call
November 2011**

Job Summary

The CCLC Occasional Child Care is provided so that parents have the opportunity to attend settlement orientation knowing that their children are receiving quality care in a safe environment. The Occasional Child Care giver is responsible for maintaining a positive and consistent approach towards child management, compatible with the philosophy of London Cross Cultural Learner Centre. This role is also responsible for delivering a high quality experience for children while consistently adhering to safety standards.

The Occasional Child Care (OCC) at CCLC operates on a part-time basis when required from Monday to Friday, from 9:30am to 12:30pm and 1:30pm to 4:30pm

Qualifications:

- Early Childhood Education Diploma or equivalent, or,
- All applicants with an ECE Diploma or equivalent must provide proof of membership, or application for membership, in the College of Early Childhood Educators
- Medical Examination/Immunization Records/TB Test
- CPR/First Aid Certificate
- Clean criminal check / able to work with vulnerable population
- Good communications skills
- Able to work with newcomer children and diverse background
- Knowledge of Child abuse procedures and behaviour management

Responsibilities May Include Assisting In The Following Areas:

- Following OCC requirements and completion of OCC session forms.
- Scheduling and coordinating children's activities
- Set up child care space on a daily basis as we may operate a mobile child care space – new child care space daily in the Centre.
- Assess the child care space on a daily basis to ensure maximum safety
- Escorting children to other activities – for example, outdoor activities
- Able to work with multi-age groups and to meet age appropriate developmental needs
- Reading to and with the children
- Tidying children's play areas
- Able to apply positive behaviour management
- Implementing daily routines
- Doing light housework (when required)
- Supervising children, ensuring a safe environment
- Communicating with parents in an open and supportive manner

Key Competencies

- Ability to work with multiple
- Flexibility
- Ability to multitask
- Emotional maturity
- Good communication skills
- Good judgment skills
- Planning and organizing skills
- Stress tolerance
- High energy level

Please send resume and cover letter as a Word Document or PDF File to:

Email (preferred): **communications@lcllc.org**; please put in subject line **Babysitter / Occasional Child Care**

We welcome diversity in the workplace and encourage applications from all qualified applicants including women, aboriginal peoples, newcomers and persons with disabilities.