



Milestones Children's Centre
CONTRACT Position
1 Position

Position: Program Supervisor

Reports To: School Age Administrators

Position Summary: The Program Supervisor will demonstrate competence and dedication to the development of programs and to the care and education of school aged children during their out of school hours. All aspects of the Program Supervisor position will be performed while working within the framework of the vision, mission and value statements and the policies and procedures of Milestones Children's Centre, the Code of Ethics and Standards of Practice, the Child Care and Early Years Act, 2014, the Child Care Centre Licensing Manual and *How Does Learning Happen?*.

Job Description:

- Demonstrate an understanding of MCC Policies and Procedures and the Child Care and Early Years Act, 2014.
- Work as part of a team and share responsibilities with others to develop and implement program plans which are developmentally appropriate and inclusive of all children.
- Implement a variety of positive and consistent approaches towards behaviour guidance which are consistent with the policies, practices and philosophy of MCC.
- Demonstrate a strong commitment to the position through attendance, punctuality and enthusiasm for work.

Qualifications:

- **RECE, CYW, Recreation and Leisure Services, Bachelor of Education**
- **Proven experience and genuine enjoyment working with children ages 4-12**
- **Own transportation**
- **Reliable, outgoing team member**
- **Criminal Reference Check (Vulnerable Sector) and First Aid/CPR**
- **Minimum 18 years of age (licensing requirement under the Child Care and Early Years Act, 2014)**

Hours:

Morning shift: Monday – Friday 6:45 am – 9:00 am

Afternoon shift : Monday, Wednesday, Friday 3:00 pm - 6:00 pm

Tuesday and Thursday 2:30 pm - 6:00 pm

Additional hours (up to 8 hours/day) are available during non-instructional days (PD days, Winter Break, Spring Break and Summer Camp). Supply opportunities are also available on a casual basis during non-contract hours.

Start Date: ASAP - June 27, 2020 (with possibility for extension)

Wage: starting at \$17.97/hour plus up-to \$2.00/hour wage enhancement

***Please submit a cover letter and resume indicating your interest in the position to Christie Popescu, Operations Manager, at cpopescu@milestonescc.ca Include an outline of why your skills and experience would make you a good fit for the position. Only qualified applicants will be contacted.**

Milestones Children's Centre is an equal opportunity employer. Accommodations will be provided during the hiring process, upon request.