



Next to Mom Inc. Child Care and School Age Programs
231 College Street, PO Box 249
Belmont ON N0L 1B0
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www.nexttomom.ca

STAFF MENTOR POSITION

1 Permanent Full Time Position

Job Description

Position Purpose: The staff mentor will provide leadership, support and assistance to staff members at all times throughout the day. The Staff mentor must adhere to all Next to Mom policies and procedures, the Code of Ethics and Standards of Practice for ECE's, the Child and Early Years Act, 2014, the Child Care Licensing Manual and How Does Learning Happen.

Key Responsibilities: The staff mentor will have accountabilities in administration, mentoring and coaching, teamwork and communication, program management, family tours and orientation, staff training. Responsibilities will include both indoor and outdoor mentorship.

Education, Qualifications and Certifications:

- Early Childhood Education Diploma
- Registered in good standing with the College of Early Childhood Educators
- Criminal Reference Check with Vulnerable Sector Check
- Standard First Aid and CPR
- Valid Driver's License
- Experience: Minimum 2 years (full time) in a Child Care Centre

Skills and Abilities:

Effective Leadership skills, attention to detail and accuracy, excellent verbal and written communication skills, ability to multitask, work independently and in a team setting, able to hold staff accountable, time management and organization skills, quick learner.

Job Type: Full-time

Salary: \$17.00 to \$19.00 /hour plus \$2 wage enhancement

Applicant Submission: Please email resume to l.morris@nexttomom.ca

Resumes will continue to be accepted until a suitable candidate is found