



Contract Job Posting

Combination role: Assistant Supervisor and Educator

LOCATION: Algonquin Child Care Centre and School Age Program
59 Algonquin Road, Woodstock, ON N4T 1R8

CONTRACT TERM: **November 2020 to December 31, 2021**

RATE OF PAY: **To be determined based on experience and qualifications**

HOURS: 35 hours per week

POSITION SUMMARY

Good Beginnings Day Nursery Woodstock Inc. is seeking to hire an exceptional individual to fulfill the combined role of Assistant Supervisor and Educator. This individual will administratively support the Supervisor, as well as the Child Care Centre and School Age program as a whole.

QUALIFICATIONS & JOB REQUIREMENTS

We are seeking a friendly, energetic and professional individual who possesses the following qualifications;

- Degree or diploma in Early Childhood Education
- A member in good standing with the Ontario College of Early Childhood Educators
- Minimum three years of experience in a Supervisory role within a licensed Child Care Centre and/or School Age Program would be an asset
- Experience and knowledge within the School Age environment would be an asset
- Ability to work independently and as a team member
- Exceptional computer skills, including Microsoft Office, and ability to adapt to various in-house software
- Accurate data entry & document processing skills
- Excellent interpersonal and communication skills, particularly spelling and grammar
- Ability to uphold professional communication with fellow staff members, families, and community partners
- Outstanding role modeling, mentoring, and leadership skills
- Efficient, organized, and able to multi-task
- Current Certification in Standard First Aid, including infant and Child CPR
- Current Police Record Check, including a Vulnerable Sector Check acceptable to Good Beginnings
- Current Safe Food Handling Certificate
- **Full duties of the job description will be provided at the time of the interview**

Please submit your cover letter and resume by Friday October 30, 2020 at 4:00 pm to:

Julia Daly, Human Resources Coordinator

hr@goodbeginningsday.com

Although we thank all applicants for their interest in this position, only those selected for an interview will be contacted.

Good Beginnings is an equal opportunity employer. We celebrate diversity, and are committed to creating an inclusive environment for all employees. We are dedicated to providing an inclusive and barrier-free recruitment and selection process. If contacted for an employment opportunity, please advise Human Resources if you require accommodation.