



Milestones Children's Centre

Position: Supply Staff

Reports To: School Age Administrators/Centre Administrator

Position Summary: The Supply Staff will demonstrate competence and dedication to the care and education of young children by providing coverage during the absence of an employee. All aspects of the Supply Staff 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 Milestones Children's Centre Policies and Procedures and the Child Care and Early Years Act, 2014
- Work as part of a team and share responsibilities with others
- Sharing responsibilities and assisting in the smooth operation of the daily routines through supporting all programs and/or kitchen in a casual capacity
- Assist in the implementation of program plans which are developmentally appropriate and inclusive of all children based on direct observation of how the children are interacting with their environment
- Implement a variety of positive and consistent approaches towards behaviour guidance which are consistent with the policies, practices and philosophy of Milestones Children's Centre
- Demonstrate a strong commitment to the position through attendance, punctuality and enthusiasm for work

Basic Requirements :

- minimum 18 years of age
- experience working with children with preference given to candidates who have completed one of the following programs: Early Childhood Education (and registered with the College of Early Childhood Educators), Bachelor of Education, Child and Youth Worker, Developmental Service Worker, Recreation and Leisure Services
- Standard First Aid & Infant/Child CPR
- Criminal Reference Check (vulnerable sector) within the last 6 months

Salary: minimum starting rate \$14.25/hour (non-qualified) or \$14.99/hour (RECE's) plus up to \$2/hour for any time worked directly with the children

Hours: anytime between 6:30 a.m. and 6:00 p.m.

Thank you to all who apply. Only those deemed as qualified candidates will be contacted for an interview.

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