



Metis Family Services

312-7485-130 Street
Surrey, BC V3W 1H8

Telephone: (604) 584-6621

Fax: (604) 582-4820

JOB TITLE:	Child Minder (Part time)	
DEPARTMENT	Family Strengthening Program	
REPORTS TO:	Team Leader, Family Strengthening Program	
DATE PREPARED:	December 5, 2018	Closing Date: December 19, 2018

Job Summary:

Under the instructions of a Team Leader, Parenting Program Facilitator and Elder the Child Minder looks after the children of the parents attending the Parenting Program.

Key Duties and Responsibilities:

Supervises children in indoor activities and during rest periods. Leads children in activities; telling stories and teaching songs. Supervises lunch time, nap time and free play.

Assists in housekeeping duties, including sanitizing toys and play area Prepares snacks, as required.

Performs other duties as required. Days where children may not attend (sickness, appointment etc.) the child minder will assist with duties as discussed with Facilitator, Elder or Team Leader.

Qualifications:

Education: Grade 10 education.

Job skills and Abilities:

- excellent interpersonal skills, especially in dealing with children
- good organization, time and general management skills
- knowledge of child development and age appropriate play skills

Additional Information:

This position is required to deal with small children on a daily basis. Direct program delivery requires a moderate level of physical activity: walking, bending, standing, lifting and reaching is required. All applicants should be aware that the parents will be dealing with the children's needs during the program unless the information is not child appropriate and when infants/toddlers require a nap. The child minding area is part of the program area so there will be some interactions with the parents.

OTHER REQUIREMENTS:

- Criminal Record Check
- Food Safe
- Basic First Aid

Work days: Monday to Wednesday 9:00am-2:00pm, Thursday 9:00am-12:00pm

Rate of pay: \$16.12-\$18.77 per hour

Please clearly state the position you are applying for and forward your resume & cover letter to the attention of Kay Rampersad by email.

Email: krampersad@metisfamilyservices.ca

This position requires union membership.

Metis Family Services thanks all applicants for their interest in this career opportunity however, only those considered for the position will be contacted. No telephone inquiries please.