

## **CHILDMINDER**

### **DEFINITION**

Under the general direction of the Recreation Programmer or Program Supervisor, the Childminder is responsible for the supervision of children in the Childminding Service. Childminders ensure that participants are acting in accordance with the facility rules and that the facility and equipment are in safe, working condition. Childminders may also participate in the activity and perform hosting duties.

### **ILLUSTRATIVE DUTIES AND RESPONSIBILITIES:**

- Provides supervision of participants/children in a safe and organized manner.
- Prepares the room and equipment necessary prior to the start of the program.
- Monitors the entrance of participants to ensure people have paid or have their pass with them to be stamped by the Childminder.
- Keeps accurate attendance records.
- Welcomes participants and provides accurate and enthusiastic feedback to patrons.
- Following the childminding session, ensures that the program supplies and equipment are safely stored away.
- Maintains ongoing communication with the Recreation Programmer or Program Supervisor.
- Notifies the Recreation Programmer or Program Supervisor when requiring a substitute.
- Maintains a safe, clean work environment.
- Performs other related duties as required.

### **KNOWLEDGE, SKILLS AND ABILITIES ON THE JOB:**

- Accuracy in keeping attendance.
- Ability to maintain patience, support and understanding with children.
- Demonstrates Saanich Core Competencies as they relate to this position (see all behaviour statements):
  - Adaptability - willingness to be flexible in a changing work environment
  - Relationship Building - establishes and maintains respectful and cooperative working relationships.
  - Effective Communications - communicates effectively with others.
  - Problem Solving - recognizes and acts to resolve problems.
  - Customer Focus - provides excellent service to both internal and external customers.

**REQUIREMENTS:**

- Completion of Grade 10.
- Three months experience working with preschool age children.
- Basic First Aid Certification.
- Employment is subject to provision of a satisfactory Police Information Check with Vulnerable Sector (PIC-VS) check no older than 6 months. Renewal of PIC-VS is required as per policy.

**STANDARDS:**

- Support and uphold the established policies and objectives of the Municipality and the Division in all areas of activity.
- Will not release or discuss non-routine municipal or departmental business without prior authorization.
- Adhere to all established municipal and departmental rules and regulations.
- Maintain the performance levels set by the Division in the execution of all duties and responsibilities.
- Maintain a cooperative working relationship with employees, management, Council and the public.
- Maintain regular communication with the supervisors, keeping them fully informed of all non-routine, urgent and/or controversial matters.
- Shall not receive or solicit a subscription, gratuity, or fee for or in conjunction with any service or presumed service performed by him/her as an employee.