

INTERNAL/EXTERNAL POSTING



Inuuqatigiit Centre for Inuit Children, Youth and Families is a multi-service non-profit organization serving Inuit children, youth, and their families. We are dedicated to providing cultural, educational, and support services in a caring, respectful, and collaborative environment that fosters strong and proud Inuit children and families.

Position # 2024- 124
Position: Evening Childcare Lead
Posting Date June 4 ,2024
Start Date ASAP
Hours: 15-17 hrs, Monday-Thursday evenings, Indeterminate Part-Time
Salary Range: Inuuqatigiit Centre offers a competitive wage and benefit.

POSITION SUMMARY

Under the supervision of the Evening Childcare Lead and reporting to the Manager, Family Well-Being, the Evening Childcare Worker supervises children/youth and delivers childcare programming for Inuuqatigiit Centre's evening drop-in programs.

KEY DUTIES AND RESPONSIBILITIES

- Provide a culturally appropriate program environment for children and parents;
- Use a variety of strategies to engage children and youth in programming and activities;
- Participate fully and consistently as a team member;
- Plan and deliver developmentally appropriate activities for children and youth in the overall operation of programs;
- Supervise the care of children and youth in a group setting while parents are engaged in programming elsewhere;
- Oversee and mentor junior staff to implement activities and supervise children and youth in their care;
- Schedule staffing for evening childcare, address performance concerns and provide feedback for performance reviews of junior staff;
- Engage in positive collaboration with other program staff in coordinating the effective use of equipment, facilities and personnel;
- Recognize and respond to the needs of each child by using positive child guidance.
- Under the guidance of the Manager, purchase materials needed for programming.
- Identify and report on concerns, incidents, issues, and hazards related to the delivery of child, youth and family program to the Manager.
- Serve meals to children and youth for programs; and
- Complete performance reviews on junior staff with the support of the Manager,
- Understand and adhere to all program policies (e.g. health and safety);
- Participate as a team member in supervising children in programs;

- Comply with all recording and reporting requirements outlined in Inuuqatigiit Centre's policies and procedures (e.g., incident reports).
- Maintain program equipment in good repair and share responsibility for keeping a healthy and safe program space; and
- Sanitize the toys as outlined in policies and procedures.
- Maintain accurate attendance information in Inuuqatigiit Centre's database.
- Complete Accident/Incident/Injury reports as required.
- Meet all tracking, evaluation, and reporting requirements of funder and Inuuqatigiit Centre (attendance, project statistics, project targets, surveys, etc.); and
- Attend staff meetings and training sessions as required.
- Other duties as required by the manager.

WORKING RELATIONSHIPS

- Develop supportive and professional rapport with Inuuqatigiit staff.
- Participate in problem-solving and conflict resolution when required; and
- Foster positive relationships with participants using well known elements of relationship buildings (e.g. attentive listening, empathy, non-judgmental, etc.)
- Act as a positive role model to promote professional values and ethics within Inuuqatigiit and to children, youth, and parents; and
- Facilitate the delivery of all aspects of the project's programming activities.

WORKING CONDITIONS

- Work regular evening related to program activities; and
- Some Saturday work may be required.

KNOWLEDGE AND SKILLS

- Written and spoken fluency in Inuktitut would be a strong asset.
- Knowledge of the needs of Inuit children, youth, and families.
- Ability to communicate effectively orally and in writing.
- Ability to operate computer systems and relevant software.
- Strong organizational and problem-solving skills.
- Ability to respond effectively in crisis situations.
- Ability to work in a collaborative staff team environment.
- Enthusiasm, flexibility, dedication and commitment to children, youth and parents.
- Knowledge of COVID-19 policies; and

QUALIFICATIONS & REQUIREMENTS

- Inuit descent preferred.
- Early Childhood (ECE) diploma or equivalency an asset;
- High school education;
- Minimum one-year experience working with preschool/toddler age children;
- Minimum one-year experience working with Inuit or Indigenous communities;
- Enthusiasm, flexibility, dedication, and commitment to children;
- Knowledge of the needs of Inuit children and families;
- Ability to work in a collaborative staff team environment; and
- Ability to function effectively in a high stress, high noise environment

HOW TO APPLY:

Please apply with a cover letter and up-to-date resume to: Human Resources Department, at jobs@inuuqatigiit.ca

Note that accommodations are available for applicants with disabilities throughout the recruitment process. If you require specific accommodations, please contact the HR Department through the contact information provided above, so that we can make suitable arrangements with you.

When two equally qualified candidates are considered for the same position, preference will be given to the candidate of Inuit descent.

We thank all who apply for this position. Only those applicants selected for an interview will be contacted.

This position is dependent upon funding approval.