EVENING CHILDCARE LEAD
(INTERNAL/EXTERNAL POSTING)

Inuuqatigiit Centre for Inuit Children, Youth & Families is a multi service non-profit organization serving Inuit children, youth, and their families, 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 #	2025-171
Position Title	Evening Childcare Lead
Posting Date	October 22, 2025
Start Date	ASAP
Hours	Monday-Friday
Position Status	Indeterminant Part time 15-17 hours per week(evening shift)
Salary Range	Inuuqatigiit Centre offers a competitive wage and benefits.

POSITION SUMMARY

Under the supervision of the Manager of Family Well-Being, the Evening Childcare Lead plans and coordinates developmentally appropriate activities that support the delivery of Inuuqatigiit Centre's evening programs. The incumbent will provide guidance to junior staff, engage and support children and youth using a holistic and family-centred approach and ensures safe spaces for clients in compliance with the current wise practices, relevant legislation and Inuuqatigiit Centre policies and procedures.

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 programs 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.

ACCOUNTABILITY

- Accountable for the safety and security of participants participating in the project's activities.
- Accountable for the well-being of children ages 0-13 years.
- Accountable for the cultural integrity of all evening child and youth programs.

ENVIRONMENTAL FACTORS

- Provide monthly activity planning for programs 1 week before the end of the month.
- Demonstrate stress resistance and stamina in supporting needs of Inuit children ages 0-13 years and parents
- Physical activity associated with delivering program activities
- Physical ability to access multi-story building; and
- Mental effort is required to deal with stress related to safety and security of children, youth program delivery and communications with parents.
- Demonstrate stress resistance and stamina in supporting needs of Inuit children ages 0-13 years and parents
- Physical activity associated with delivering program activities.
- Physical ability to access multi-story building; and
- Mental effort is required to deal with stress related to safety and security of children, youth program delivery and communications with parents.
- Work regular evening related to program activities; and some Saturday work may be required.

QUALIFICATIONS & REQUIREMENTS

- Early childhood (ECE) diploma or equivalency an asset
- 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.
- 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

Please apply with a cover letter and up-to-date resume to: Human Resources Department

Inuuqatigiit Centre is committed to creating a more representative workforce so it can better understand and serve the needs of our Inuit community in Ottawa.

Employment in some positions requires an acceptable criminal record check. Possession of a criminal record will not necessarily disqualify candidates from further consideration.

Eligibility list may be created to fill future vacancies.

Job descriptions may be obtained by email or on the website.

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 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 to this position. Only those applicants selected for an interview will be contacted.

This position is dependent upon funding approval.