



Responsible Adult Job Posting

Terms: Full and Part-time

Shift: Monday to Friday, shifts varying between 7:00am – 6:00pm

Salary: \$18/hr

Benefits: Full time staff qualify for Medical and Extended Health: 50% of premium paid by employer. Training Allowance

Vacation: 4 weeks vacation, 2 weeks sick, birthday off or day in lieu

Ideal Start Date: ASAP

Reports To: Program Manager of Under the Tree.

Program Information: Under the Tree Child Care Centre (UTT) is a program of The Family Education and Support Centre which is a registered charity. FESC is a multi-service agency that has served the communities of Maple Ridge and Pitt Meadows since 1971. Under the Tree provides programs for Infant Toddler, Preschool, 3-5-year-olds, and Before and After School Care. Our programs provide comfort to our families with the knowledge that their children will be cared and nurtured in an inclusive setting where individualities and diversities will be acknowledged, appreciated, and embraced. We provide developmentally age appropriate play opportunities for the children that are both child-centred and driven by the child's interests with as much exposure to real life learning as possible in a structured and organized environment.

Responsibilities:

- To read, understand and follow all UTT, Child Care Facility Licensing (CCFL), and Covid related policy and procedure.
- To interact directly with the children, providing quality care and creative programming
- To establish and maintain positive daily communication and interaction with families, providing quality customer service and building meaningful relationships
- To maintain a neat, orderly, and clean environment, including all activity and program areas, common spaces, and washrooms.
- Plan activities such as art, baking and science, etc.
- Assist children in learning how to work together and to successfully resolve conflicts
- Safely monitor children during all activities and be able to react in an emergency
- Go on school bus runs (assisting the bus driver with pick up)
- Cleaning (Daily cleaning duties that can include sanitizing toys and equipment, vacuuming, laundry, mopping, dishes and keeping the rooms tidy.)
- To ensure that all safety standards are followed according to licensing and UTT requirements.
- To release children only to those authorized by parent/guardian, to ask for identification to ensure that the authorized pick-up has been verified.
- To work with staff team to deliver a high quality and age appropriate programs based on UTT curriculum and to attend all UTT staff meetings and other training, as scheduled
- To maintain confidentiality of all information related to the centre, the children, their families, and staff.

A Place to be for the whole family!



Responsible Adult Job Posting

- To maintain regular attendance, punctuality and to be dressed for the needs of the program.

Qualifications/Experience:

- Responsible Adult certificate
- Demonstrates ability to respect and honor diversity.
- Experience working with children in a childcare setting
- Current First Aid certificate
- Three successful reference checks
- Successful candidates will be required to provide a current and satisfactory Criminal Reference Check/Vulnerable Sector Search issued no later than six (6) months preceding your start date.
- Class 4 drivers' licence will be an asset.

Please submit resume and cover letter to underthetree@familyed.ca

Subject to licensing approval by Fraser Health Authority

Documentation will take place on a daily basis for each room, on the form provided. If this document is not completed in full, the staff responsible will be subject to disciplinary action.