



**CHILD DEVELOPMENT CENTER
BEFORE AND AFTER SCHOOL TEACHER, RECE
Part-Time Position - (September to June- 25 hours/week)**

The Town of Smiths Falls is a vibrant, progressive single tier municipality with a population of 9000. One of Eastern Ontario's most scenic communities, we are centrally located within an hour of Ottawa, Kingston, Brockville and the US Border. The Town provides high quality and affordable life for its residents and is nestled in between prime waterfrontage along the Rideau Canal – a UNESCO World Heritage site, and has many beautiful heritage buildings and recreational facilities.

The Town of Smiths Falls Child Development Centre is seeking motivated, energetic and creative team members for the position of Before and After School Teacher, RECE. Reporting to the Supervisor of Child Care Operations, this position will provide safe, inclusive nurturing care and educational programming to children in the Before and After School Program. Responsibilities will be fulfilled in accordance with the Child Development Centre's program statement and in strict compliance with the Child Care and Early Years Act. The position could report to one of the three Before and After School locations (Thurber Street location, Chimo School Before and After Program, Duncan J Schoular School Before and After Program and St. Francis de Sales Before and After Program).

Key Duties and Responsibilities:

- Provide a welcoming and positive learning environment
- Plan and implement the daily program
- Prepare the learning environment including materials and supplies as needed
- Ensure the children are supervised at all times within approved teacher-child ratios;
- Monitor the children's health and safety and document as appropriate
- Develop and maintain positive relationships and regular communication with parent-clients
- Develop and maintain positive relationships and regular communication with co-workers

Skills and Qualifications:

The preferred candidate will have the following qualifications:

- Early Childhood Education Diploma, and a registered member of the College of Early Childhood Educators of Ontario or equivalent
- Valid Standard First Aid and CPR/C Certificates
- Solid knowledge of the Child Care and Early Years Act, 2014, College of Early Childhood Educators Code of Ethics and Standards of Practice July 2017 and the Duty to Report
- Superior professionalism and interpersonal skills; high degree of initiative and dedication
- Must be a team player
- Committed to provide high quality programming for children and ensure a collaborative work environment for all staff
- A current vulnerable sector check.

Interested and qualified applicants are invited to submit their resumes by Friday August 18, 2023 no later than 4:00 p.m., to Nadine Bennett, Human Resources Advisor, Town of Smiths Falls, via email at hr@smithsfalls.ca

The Town of Smiths Falls is an equal opportunity employer, committed to ensuring all candidates are able to participate in the interview process fully and equally. If contacted for employment, please let us know if you require any accommodations to ensure you can participate fully and equally during the recruitment and selection process.

We thank all applicants for their interest and only those selected for an interview will be contacted. Personal information collected from applications is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act, and will be used to determine qualifications for employment. Questions about the collection of Information should be directed to the Clerk at the address indicated above.