

TOWN OF LADYSMITH

**POSITION VACANCY - PARKS, RECREATION & CULTURE DEPARTMENT**

(Internal/External Competition)

#2017-09

**CHILDMINDER (1 Position)**

**Job Title:** CHILDMINDER

**Classification:** Casual

**Department:** Parks, Recreation & Culture

**Duties:** See attached Job Description

**Required Qualifications:** See attached Job Description

**Rate of Pay:** \$20.08 per hour

**Hours of Work:** No guarantee of hours.  
Parks, Recreation and Culture is a seven-day per week operation and requires employees to be available for work weekdays, evenings and weekends.

**Conditions of Employment:** Automatic wage deposit.

**Union:** Canadian Union of Public Employees (C.U.P.E.) Local 401

**Benefits:** As per the Collective Agreement

**Reporting To:** Danielle Winter – Child & Youth Program Coordinator

**Per CUPE Agreement Article 15.02: "APPLICANTS FOR THIS POSITION SHALL AGREE THAT IN THE EVENT OF A GRIEVANCE REGARDING FILLING OF THIS POSTING, INTERVIEW AND SELECTION DOCUMENTATION SHALL BE RELEASED TO THE UNION".**

This job posting will remain open until **4:00 p.m. March 10, 2017**. For further information please contact: Sue Glenn – Supervisor – Community Programs and Services at [sglenn@ladysmith.ca](mailto:sglenn@ladysmith.ca) or 250-245-6426.

Please submit resume and cover letter to:

Karen Cousins  
Manager of Human Resources  
City Hall  
410 Esplanade, PO Box 220  
Ladysmith, BC V9G 1A2, CANADA  
[hr@ladysmith.ca](mailto:hr@ladysmith.ca)  
Ph: 250.245.6412  
Fax: 250.245.6411

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**TITLE:** CHILDMINDER

**DEPARTMENT:** PARKS, RECREATION & CULTURE

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**JOB SUMMARY:**

Under the direction of the Child and Youth Program Coordinator this position provides child minding service for users of the facility. The childminder(s) ensures the safety of the children in their care and provides supervision, planning and implementation of suitable activities.

**PRIMARY DUTIES & RESPONSIBILITIES:**

- Looks after children of various ages so that their parents may participate in the facilities programs and activities;
- Provides a safe and enjoyable atmosphere utilizing toys and activities that are conducive to the age levels of the children;
- Feeds and / or changes any of the children as required;
- Maintains a courteous and friendly atmosphere;
- Attends staff meetings and in-service training as required;
- Ensures childminding toys and equipment are cleaned and disinfected regularly;
- Follows the policies and procedures of the Town of Ladysmith regarding equipment, registration policies, emergencies, etc.

**REQUIRED SKILLS, KNOWLEDGE & ABILITIES:**

- Practical experience as a childminder, babysitter or daycare leader;
- Emergency First Aid Certificate;
- CPR-C(Infant/Child) Certificate;
- Experience in instruction and assisting children 6 months to 5 years old in social and educational activities;
- Ability to work with minimal direct supervision and in a team setting;
- A team player. Highly collaborative and collegial;
- An open-minded convener of ideas;
- Stamina, energy, and willingness to commit to quality pro-active results;
- Increased consideration may be given to those who hold a certificate in Early Childhood Education.

Approved \_\_\_\_\_

(Updated April 2015)