



Job Description
Pre-School Program Staff – Kids Kare
YMCA of Central East Ontario – Quinte West Branch

GENERAL ACCOUNTABILITY:

Pre-School program staff are to prepare and run active programs for children aged 2-4. Supervise and care for children ages 1-4 in a manner that reflects the Core Values and Mission of the Association.

KEY RESPONSIBILITIES:

- Supervision of children ages 1-4 signed into Kids Kare
- Provide quality, consistent service and respond to children's needs
- Plan, prepare and supervise age appropriate activities for children
- Maintain cleanliness of areas making sure areas are safe and hazard free
- Maintain current qualifications and follow YMCA policies and practices
- Attend all staff meetings and professional development opportunities as assigned
- Know and understand the YMCA's Core Values of Respect, Responsibility, Caring, Honesty and Inclusiveness
- Work as a team member in all aspects of the program
- Communicate with all parents and participants and respond to concerns in a positive and timely manner
- Continuously act to strengthen relationships/connections with children
- Ensure children are properly signed in and out of programs
- Supervision and guidance of all volunteers who assist in the program
- Responsible for the safety and well-being of all children
- Communicate with Supervisor on a regular basis regarding issues with children, parents or volunteers

REPORTING RELATIONSHIPS:

Reports to: Kids Kare Supervisor

WORKING CONDITIONS:

- Variable hours
- Multitasking and pressures of a busy environment



- Requirement of Standard First Aid and CPR
- Clear Criminal Record and Vulnerable Sector check

EDUCATION/TRAINING/QUALIFICATIONS:

- OSSD

EXPERIENCE:

- Previous experience working with children aged 1-5.

CORE COMPETENCIES:

1. Integrity	Demonstrates responsible behaviour at all times and maintains high ethical standards.
2. Service Orientation	Deliberately identifies and creates opportunities to enhance each and every person's YMCA experience.
3. Commitment to Organization Vision and Values	Demonstrates and promotes a personal understanding of and appreciation for the mission, vision, strategic outcomes and values of the YMCA.
4. Concerns for Health and Safety	Acknowledges and understands how to manage and educate others of risk and harm reduction.
5. Child and Youth Focused	Commits to assisting growth and development among children and youth.
6. Quality Focus	Ensure that all YMCA programs and services are superior.