



# YMCA of Northeastern Ontario Employment Opportunity

The **YMCA of Northeastern Ontario** is a dynamic charity dedicated to strengthening the foundations of communities by offering opportunities for personal growth, community involvement and leadership. The YMCA is pleased to announce the expansion of Woodland, Early Learning Child Care Centre in partnership with the Near North District School Board as well as the opening of Our Lady of Sorrows, Early Learning Child Care in partnership with the Nipissing – Parry Sound Catholic District School Board. To learn more about our programs and services offered please visit [ymcaneo.ca](http://ymcaneo.ca)

We are currently looking for a **Child Care Cook/Assistant Educator** to join our team of committed professionals. This **full-time** position within the Association is at our **St Francis YMCA Childcare**. Under the leadership of the Supervisor of Child, Youth & Family Development, the Child Care Cook/Assistant Educator is responsible for the overall health, safety and well-being of the children in our care (0-12 years). This job is also responsible for preparing and delivering high-quality educational programming by adhering to the YMCA's Policies, Procedures and Best Practices, that is grounded in the YMCA Mission, Vision and Values. The Child Care Cook/Assistant Educator will ensure compliancy with YMCA Curriculum, Quality Assurance and legislative requirements set forth by the Ministry of Education, DSSAB/Municipality, Public Health and the local Fire Department.

**START DATE**    **October 1, 2019**

**LOCATION**        **North Bay**

**RATE OF PAY**    **\$15 – 17.75 per hour**

**HOURS**         **40 per week**

## SUMMARY OF QUALIFICATIONS

- Possession of an Ontario Secondary School Diploma (OSSD)
- Minimum of one (1) year of experience in food preparation or related experience
- Minimum of six (6) months of experience working with children
- Current Standard First Aid with Infant and Child CPR (Level C) \*Recognized by the WSIB
- Valid Driver's license (class G) and access to a vehicle
- Solid knowledge of Child Care and Early Years Act, 2014
- Excellent interpersonal, verbal and written communication skills
- Health Assessment from Medical Professional and Immunizations Record
- Current and satisfactory Police Record Check with Vulnerable Sector Screening

## MAJOR RESPONSIBILITIES

- Prepare food and beverages according to the standards, ensuring proper and safe food handling
- Assist with the planning of the menus, ensuring that they consist of nutritional and high quality food items which are in accordance with Canada's Food Guide
- Track menu changes in accordance with the Child Care & Early Years Act and the Health Unit regulations
- Ensure safe, secure, organized and clean environments and play spaces
- Observe, assess and record the skills, abilities, interests and needs of the children through written documentation, and open communication with families and approved community partners
- Ensure all programming meets the YMCA's National Curriculum needs

*\*\*This position may be entitled to a Ministry of Education Wage Enhancement Grant (WEG) of up to an additional \$2.00/hour for qualifying positions within a licensed child care program at the YMCA. The YMCA submits an application annually for all entitled positions. The WEG is approved by the local Municipality and Ministry of Education, and is a government initiative to enhance the wages of child care educators. The WEG is not guaranteed by the YMCA, and can be withdrawn by the Ministry of Education.*

## EMPLOYMENT OPPORTUNITY | HOW TO APPLY

If you would like to work in a family friendly environment, send us your cover letter and resume by **September 16, 2019** to the attention of:

**PERSONNEL COMMITTEE | EMAIL: [northbaycareers@ymcaneo.ca](mailto:northbaycareers@ymcaneo.ca)**

Please ensure that your cover letter and resume both specify the job title of the position that you are applying for.

All applicants are thanked for their interest in this position. However, only those selected for an interview will be contacted. If contacted and you require a disability related accommodation in order to participate in the recruitment process, you must advise the Human Resources Department.

Please note that successful candidates will be required to submit a current and satisfactory Police Record Check with Vulnerable Sector for review prior to starting employment.

Please note that candidates invited for an interview will be required to submit three professional references.

YMCA of Northeastern Ontario is an equal opportunity employer that is dedicated to maintaining a fair and equitable work environment. All of our employees and job applicants will be promoted or employed solely on the basis of their abilities and qualifications.