

## **Child Care Instructor - Full Time**

### **Scope of Responsibilities:**

The Child Care Instructor provides direct supervision to children registered in our Before & After School and Preschool Programs. Supported by the Head Child Care Instructor, this position will assist with set up/clean up for programs, engage and participate with children during program activities, and provide a safe environment for all children attending our programs.

### **Competencies Required:**

- Creativity
- Organizational & time management skills, including the ability to pre-plan activities & supplies
- Strong communication skills; written and verbal
- Patience and a passion for helping children learn & grow
- Adaptability and flexibility
- Ability to collaborate and work as part of a team
- Ability to work independently, when needed.

### **Qualifications:**

- Experience working in a child care setting required. Early Childhood Education or related educational experience preferred.
- First Aid, CPR and High Five or willingness to obtain
- Successful completion of a Criminal Record Check
- Successful screening through Child Abuse Registry.
- Must be legally entitled to work in Canada, must have resided in Nova Scotia at least six months prior to start of employment
- Note: proof of all of the above will be required.

### **Specific Job Components:**

- Plan and lead various introductory level recreation programs (ie. Games, sports, crafts, etc) to children ages 1.5 -12 years.
- Implement HIGH FIVE Principles of Healthy Childhood Development
- Adapt all activities to meet the needs of program participants and implement program curriculum based on age group, skill level, location, equipment, etc.
- Present activities in a way that is fun, engaging and develops the appropriate skills.
- Treat all students in a respectful, responsible and fair manner, respond appropriately to student initiated interactions and demonstrate fair judgment when coping with chaotic or conflicting situations.
- Maintain confidentiality as the norm in all issues related to students and parents.
- Provide a safe and positive environment for all participants, ensuring rules are established according to policies and procedures set forward by the program.
- Document and communicate any incidents, accidents or damages while supervising the program, along with recording and reporting program attendance.
- Provide quality customer service and interact professionally with all program participants, co-workers, parents and the public.
- Employ standard health practices.

**Hours:** This is a full time position working approximately 37.5 hours a week, year round.

During the school year (September to June) the schedule for this position will be:

- Before School Program - 7-8:45am
- Preschool Program - 9-12:15pm
- After School Program - 2:30-5pm

During the summer months (July & August) this position will work within our Summer Day Camp Program for a total of 7.5 hours daily. The exact hours per day will be determined according to the overall program schedule.

**Salary:** The starting wage for this position is \$16.50/hr + 4% vacation pay (dependent on experience)

**Benefits:**

- Medical/Dental Benefits - Available after introductory period (co-pay)
- Free Fitness Centre Membership
- Opportunities to participate in PRCC Recreational/Sport Programs
- 15% off Facility Rentals
- Free Professional Development Opportunities

**Additional:**

- Personal/Vacation Days: After your introductory period you will be allotted a maximum of fifteen days per year, which accrue at a rate of 1.25 days per month. Unused personal days may be carried over to the next year to accumulate a maximum of 20 days per fiscal year.

**Start Date:** September 3, 2025

**Application Instructions:**

1. Send cover letter & resume via email to [admin@prospectcommunities.com](mailto:admin@prospectcommunities.com). Please include position title in the subject line.
2. Drop off cover letters & resume to 2141 Prospect Road, Hatchet Lake, Nova Scotia, B3T-1S1. Please enclose in a sealed envelope with the position title noted on the envelope.

**Application Deadline:**

**September 15, 2025** - Only candidates selected for an interview will be contacted. Interviews will be scheduled following the application deadline.

**Work Location:**

Prospect Road Community Centre  
2141 Prospect Road, Hatchet Lake

\*NOTE: The PRCC is not located on a public transit route. All candidates must have a driver's license, access to a vehicle and/or reliable transportation.