RESOURCE
OPPORTUNITIES
CENTRE

Prospect Road
Community Centre
FOR COMMUNITY, BY COMMUNITY

Childcare Instructor – *Full Time*

Job Details

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.

Salary: The starting wage for this position is $17/hr + 4% vacation pay (dependent on experience)

Benefits:

- One Free Registration in PRCC Childcare Program - Before and After School. Does not include day or summer camps.
- Health Benefits (Full-Time Staff Only)
- 15 Personal/Vacation Days per year
- 15% off Facility Rentals
- Free Fitness Centre Membership
- Opportunities to participate in PRCC Recreational/Sport Programs
- Free Professional Development Opportunities.

Start Date: ASAP

Shift Schedule: This is a full-time position, working 37.5 hours per week on a split shift Monday to Friday, 6:45 am to 12 pm and 2:30 pm to 4:45 pm. The position is year-round (12 months). During the summer, the Childcare Instructor works at the PRCC summer camps in place of the regular before and after school schedule.

About Us

Prospect Road Community Centre is a grassroots organization, built for the people, by the people. We are a welcoming hub for residents of all ages, offering recreational programs, childcare, community events, and facility rentals, all driven by the needs and voices of the community we serve. We're looking for a friendly, organized, and dependable Front Desk Receptionist to join our team.

Position Summary

The Childcare Instructor plays a key role in the Prospect Road Community Centre (PRCC) Child Care Programs, providing direct supervision and engaging activities for children ages 4 to 11 during before and after care. Between 9:00 am and 12:00 pm, this position leads the Little Learners half-day preschool program, delivering play-based learning that nurtures curiosity, creativity, and early development.

Working under the guidance of the Childcare Supervisor, the Childcare Instructor also assists with program set-up and clean-up, participates with children in daily activities, and helps maintain a safe, welcoming environment for every child who attends the PRCC.

Responsibilities:

- Plan and lead introductory-level recreation programs (e.g., games, sports, crafts) for children ages 2.5 to 12.
- Implement the HIGH FIVE Principles of Healthy Childhood Development.
- Adapt activities and program curriculum to suit participants' age group, skill level, location, available equipment, and individual needs.
- Present activities in a fun, engaging way that builds age-appropriate skills.
- Treat all children with respect, fairness, and responsibility, responding appropriately to their interactions and using sound judgment in chaotic or conflicting situations.
- Maintain confidentiality in all matters relating to children and families.

- Provide a safe, positive environment by establishing clear safety rules in line with program policies and procedures.
- Document and report incidents, accidents, and damages, and record program attendance.
- Deliver quality customer service and interact professionally with participants, co-workers, parents, and the public.

Qualifications

Minimum Requirements:

- Experience leading children or youth in a recreation setting and designing program curriculum
- Ability to work a split shift
- Ability to stand, walk, and sit at child level in an active environment
- Ability to lift and carry program equipment
- Flexibility for PD days, school breaks, and summer programming
- First Aid and CPR certification, or willingness to obtain
- Successful completion of a Criminal Record Check
- Successful screening through the Child Abuse Registry
- Legal entitlement to work in Canada
- Residency in Nova Scotia for at least six months prior to the start of employment
- Early Childhood Education (ECE) certification or training (preferred)

Note: proof of all the above will be required.

Job Specific Requirements:

- Set up and tidy shared community spaces, leaving them ready for other users
- Supervise safe sign-in and sign-out, verifying authorized pick-up persons
- Communicate regularly with parents and caregivers
- Lead mixed-age groups in inclusive activities that welcome children of all abilities and backgrounds
- Follow allergy, medication, and health protocols, including individual care plans
- Practise emergency procedures, including fire drills and evacuations
- Plan and lead themed activities, special events, and day and summer camps
- Supervise outdoor play and neighbourhood outings where applicable
- Attend staff meetings and training sessions, and collaborate with the Head Child Care Instructor and recreation team

Application Instructions:

1. Send cover letter & resume via email to **krista@prospectcommunities.com**. Please include the position title in the subject line.
2. Drop off cover letter & resume at 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: November 6th, 5pm, [Only candidates selected for an interview will be contacted. Interviews will be scheduled following the application deadline.]