



Courage • Compassion • Connection • Commitment

E4C, one of Edmonton's oldest and most respected social service agencies, is seeking a dedicated professional eager to join our team. This is an excellent opportunity for a gifted professional to make a significant difference to people, helping and supporting individuals and the community in undergoing positive change and increasing capacity.

Team Leader - Bannerman

Early Learning

Job Purpose

The Team Leader will take responsible for the overall operational management of the program when the Program Supervisor is not available. The Team Lead will assist in the administration of the program, implement program planning to ensure quality and assist with staff and volunteer supervision. The Team Leader must be able to work effectively as part of a variety of teams, with families, and community members.

Duties and Responsibilities

Operational Management

- To assist the Program Supervisor in implementing the policies and procedures, ensuring all operations are within the philosophical guidelines of the centre and ensuring compliance with the Province of Alberta and E4C
- To perform other duties that may be assigned from time to time in the provision of good quality programs
- To demonstrate a high standard of professional ethics and maturity at all times

Supervision

- Mentor and coach child care workers, parent volunteers and others
- Participate in meetings and provide feedback and input as appropriate
- To provide direction, consultation, instruction and supervision to staff and volunteers in all aspects of development of the childcare program
- Promotes and maintains open communication with other staff for the purpose of sharing ideas, passing on information, problem solving and specific family situations
- To participate in preparing work schedules, time sheets, meeting agendas and preparing information for staff meetings
- To participate in interviews of staff as necessary, facilitating the orientation period of all new staff and volunteers

Administrative

- Will have a good working knowledge of office operations and in the absence of the Program Supervisor will be responsible for maintaining accurate records
- Assist with the preparation of financial data and with collection of childcare payments, issue receipts, banking and administer petty cash, etc, ensuring proper records are kept

- Clerical and other duties as instructed by the Program Supervisor
- Monitor equipment and room to ensure that safety protocols are being followed
- Participate in debriefs and follow-ups to critical incidents and/or crisis situations in conjunction with Program Supervisor

Programming

- In conjunction with other staff, is responsible for planning a creative and flexible program (including special events, field trips, etc.) ensuring that every domain of the child's development is met
- Assumes the supervisory role in implementing day to day program which provides creative and satisfying play experiences and activities for the children
- Maintains a safe, healthy, clean and comfortable environment for the children at all times. Ensures that daily cleaning and housekeeping functions are carried out
- Evaluates activities done by children, by examining feedback received from children the parents and staff. Evaluate feedback in regards to the effectiveness of the program and make recommendations to the Program Supervisor
- Discuss with the Program Supervisor any concerns regarding the children, volunteers, staff or parents
- Any other duties as assigned by the Program Supervisor

Qualifications

- Diploma or Degree Early Learning & Child Care, Child & Youth Care, Education, Human Services at a recognized post-secondary institution
- Child Development Worker
- Clear Security Clearance Check and Child Youth Intervention Record Check
- Current First Aid and Infant/Child CPR
- Food Safety & Safe Food Handling Courses
- Supervisory or leadership experience with children ages 4 1/2 to 12 years. A minimum of two years work experience in the early childhood field with emphasis in program planning.

Working Conditions

This position is a permanent full time position during regular weekday centre hours 7:00 am to 6 pm.
Some evening and weekends

Salary Scale

Starting: Pre-Accreditation Rate of \$16.33/hr plus benefits

Please submit your résumé to:

E-mail: hr@e4calberta.org

Fax: 780.425.5911

We thank all applicants for their interest, however, only those selected for an interview will be contacted.