

Job Title: Child Minding Attendant

Primary Focus:

The Child Minding Attendant is responsible for ensuring a safe, caring and stimulating environment for the Children involved in the child minding service at the TransAlta Tri Leisure Centre. The incumbent also promotes the TransAlta Tri Leisure Centre by providing friendly, courteous and professional service, identifying needs, providing value-added advice and providing the appropriate solution to meet the customer requests. The Child Minding Attendant will be required to work outside of traditional business hours to ensure the fulfillment of patron requirements.

Specific Accountabilities:

- Provides care and supervision of children in the Child Minding service.
- Ensures safety for Children, parents, patrons and staff by implementing and following TLC policies and procedures and provincial legislation.
- Creates a safe, inviting physical environment through awareness of the effects of environment on children's welfare.
- Assists in developing, planning and implementing activities that ensure the developmental needs of children in child minding are met.
- Maintains equipment and supplies needed to provide child minding services in a neat and organized fashion.
- Develops and fosters customer relationships through professional, courteous, and efficient service for all basic customer service requests.
- Resolves customer inquiries, concerns, and complaints either directly or by referring to another staff member as required.
- Utilizes effective listening and communication skills to identify "Problems/Needs/Opportunities".
- Prepares other correspondence as required (i.e. Accident reports).
- Performs other related duties and responsibilities as required.
- Performs custodial duties as required.

Competencies/Skill-Sets Required:

- Exceptional customer service focus and desire to work with children.
- Strong communication skills (oral), listening skill, ability to ask questions.
- Independent decision-making, problem solving and analytical skills.
- Teamwork and cooperation.
- Knowledge of developmental abilities and interests of pre-school to school aged children.
- Awareness of behavioral management techniques.
- Knowledge and understanding of Occupational Health and Safety.

Designations/Skill-Sets Required:

- High School diploma is preferred.
- Experience working with young children is required.
- Diploma in Early Childhood Education would be an asset.
- High Five certification, Principals of Healthy Child Development (PHCD) would be an asset.
- Exceptional customer service skills.
- Standard First Aid/CPR C/AED is required.
- Cleared criminal record check and child welfare check are required.

Recruits From:

- External candidate with experience working in a child care or day care setting would be an asset.
- External candidate with early Child Care Diploma would be an asset.

Career Progression Opportunities:

- External Early Child Care/Playschool organizations
- Child and Youth Facilitator
- Child and Youth Instructor
- Program Coordinator Children and Youth

Reports To:

- Program Coordinator Children and Youth

Direct Reports:

- Nil