

Compass Early Learning & Care Career Opportunity

Position: Culture/Administrative Lead

Job Type: Contract

Location: Peterborough, Ontario

Hours: 35 hours per week, Monday to Friday. Hours typically run from 9am to 5pm.

Rate of Pay: \$22.45 - \$25.66

Anticipated Start Date: June 28th, 2021

Anticipated End Date: August 02, 2022

About the role:

At Compass Early Learning & Care Peterborough School Age you will work as a Culture/Administrative support alongside some of the most passionate, caring and dedicated educators in the industry. You will spend your time engaging, connecting, and learning alongside children, families, community partners and co-workers. You will model and grow a perspective of equity and strive for a deeper understanding of cultural awareness. This position will be a 35 hour Monday to Friday contract position. You must have availability from 7am to 6pm every Monday to Friday. Hours will be determined to meet the needs of the program.

About You:

You are passionate about learning and care, emergent curriculum, and life-long learning. You are eager to contribute to an amazing organizational culture, to create partnerships with children, families, peers, schools, and the community welcoming diverse perspectives. You have a natural disposition towards administration and organizations and research and inquiry, are comfortable with technology and possess a clear understanding of CCEYA (Child Care Early Years Act), related legislation, Compass ELC policies and procedures, distributed leadership, have a deep understanding of How Does Learning Happen.

You are registered with the College of Early Childhood Educators and possess the training and documents required by the Ministry of Education to work in a childcare setting.

Some accountabilities associated with the role include:

- Planning and implementing play based experiences based on children's interests
- Ensuring the safety of staff and children and completing Health and Safety inspections
- Providing coverage for the leads and educators when needed.
- Administering payroll, billing, subsidy reconciliations, maintaining staff files and coordinating staffing needs
- Following Ministry Licensing and Reporting guidelines
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- Building and maintaining relationships with children and families, staff, volunteers, students, community partners, and school staff, including principals, custodians, and teaching teams in shared spaces.
- Ensuring the safety of staff and children by learning and acknowledging all children's diverse needs and backgrounds, and creating equitable opportunities for all children to engage.
- Demonstrating respect for spaces by ensuring the safety and cleanliness of all equipment, furniture, and materials.

To Apply

Please send your resume and cover letter to: careers@compasselc.com Attn: HR Team

In keeping with Compass Early Learning & Care's commitment to providing service in a manner that is accessible to all, reasonable accommodations will be provided for applicants upon request. Please contact Human Resources: hr@compasselc.com or careers@compasselc.com. 705-749-3488 ext. 217

Additional Information and Requirements:

Experience:

- 1-2 years of childcare or teaching experience (Preferred)
- 1-2 years' experience working in a licensed childcare environment (Preferred)
- 1-2 years administration experience (Preferred)

Education and Certifications:

- Post-Secondary Degree in relevant field (Required)
- Standard First Aid/CPR Level C (Required)
- Updated Vulnerable Sector Check within the last 6 months (Required)
- Updated Immunizations/ Refusal of Affidavit (Required)
- Registration with the College of Early childhood Educators (Required)

Language:

- English (Required)

