

Position:	Child Minder	Hours:	Up to 16 hours/week Flexibility is required
File No.:	FACSFLA-2425-61	Number of Positions:	1
Employment Type:	Part-Time Temporary (Union)	Location:	263 Weller Avenue, Kingston, K7K 2V4
Compensation:	38,245-48,812 per year		
Date Posted:	November 15, 2024	Closing Date:	November 25, 2024,

Position Summary:

Reporting to the Supervisor, Integrated Services, the **Child Minder** is responsible for providing direct child-minding care for children between the ages of newborn to 6 years while parents are receiving programming or counselling within the facility. The incumbent will oversee the safety, well-being, and developmental needs of the children in their care, ensuring a safe, nurturing, and inclusive environment.

In addition to providing child-minding services, the Child Minder will engage in administrative duties including, but not limited to:

- Updating the monthly calendar and program descriptions to reflect current offerings.
- Providing program statistics and booking requests to the Program Supervisor regularly.
- Updating social media platforms as requested to promote agency activities.
- Distribution of bus tickets and taxi chits (vouchers) to families as needed.

Required Qualifications:

- Minimum College diploma; Early Childhood Education or related field or equivalent
- Comprehensive knowledge of child development and behaviours
- Excellent engagement skills with both children and adults
- Able to work independently and effectively, as a member of a multi-disciplinary team
- Possess skills to effectively problem solve and work collaboratively with others
- Excellent verbal and written communication skills
- Excellent organization and time management skills
- Flexible schedule to be available for daytime, and occasional evenings and weekends
- Proficiency in French language is an asset

How to Apply:

- To apply, please email your resume and cover letter quoting the competition file number and title of position you wish to apply for, to: recruitment@facsfla.ca Interested and qualified applicants are invited to apply in writing by November 25, 2024.
- Please include the competition number and the title of the position in the subject line of the email.
- Please submit cover letter and resume as single attachment.

- When applying for multiple positions, please submit a separate application for each position following the above instructions.
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For further information, please visit our website: [Family and Children's Services of Frontenac Lennox and Addington](#)

We would like to thank all applicants; however only those selected for an interview will be contacted.

FACSFLA is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

The Agency will provide support in its recruitment processes to applicants with disabilities, including accommodation that considers an applicant's accessibility needs. If you require accommodations during the interview process, please contact Human Resources at hr@facsfla.ca.