



Calgary Immigrant Women's Association is a not for profit Immigrant Serving Agency established in 1982. CIWA's Mission is to engage and integrate all immigrant women and their families in the community. We are seeking an individual who shares our values of Integrity, Equity, Inclusiveness, Innovation and Leadership.

Empower Immigrant Women. Enrich Canadian Society.

Childcare Worker Casual on-call hours

The Childcare Worker is accountable to the Childcare Coordinator and the Department Manager and is responsible for efficient and effective implementation of childcare activities in accordance with the National Childcare Standards, which ensures quality childcare programming to all services of the Calgary Immigrant Women's Association.

DUTIES AND RESPONSIBILITIES

- Provide expertise in the development and management of childcare activities for children aged 0-6 years old
- Prepare activities which promote early learning strategies to promote social, emotional, cognitive and physical development
- Implement and support a variety of age appropriate activities (structured play, music, art, reading, unstructured play)
- Implement activities which are comparable to the high standard of service provided in CIWA's adult programs
- Provide proper management of CIWA's childcare program resources – all resources will be purchased through the Department manager and CIWA's purchasing system
- Provide on-site supervision for volunteers and practicum students
- Compile evaluations for the program in general (this may include parent surveys and child evaluations)
- Attend and participate in CIWA events
- Other duties as assigned by Department Manager

STANDARDS OF PERFORMANCE

- Ensure that professional approach is aligned with CIWA values
- Maintain a positive working relationship with all staff and volunteers of CIWA
- Maintain a positive image and professional work habits and represent CIWA in a professional manner
- Demonstrate a high level of initiative and enthusiasm
- Maintain confidentiality at all times
- Demonstrate a high level of administrative and IT capacity

QUALIFICATIONS

- Certificate or equivalent in early childhood development and/or education
- Level II childcare certification preferred; Level I may be considered
- Experience in a childcare setting
- Current First Aid and CPR Certification
- Up to date vaccination certificates
- Must have a current Police clearance and Alberta Intervention Record check
- Familiarity with and experience in dealing with an immigrant population

- Second language an asset

If you are looking for a rewarding career in an environment that is collaborative, innovative and supportive, please forward your cover letter and resume to:

Human Resources

Calgary Immigrant Women's Association
Suite 200, 138 - 4th Avenue SE
Calgary Alberta T2G 4Z6
Fax: 403.264.3914
Email: careers@ciwa-online.com

The Calgary Immigrant Women's Association is an equal opportunity employer and actively seeks candidates from diverse backgrounds. We thank all interested candidates in advance but only those selected for an interview will be contacted.