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Position Title: Child Care Assistant

Purpose

The *Child Care Program* (CCP) is looking for a Child Care Assistant to help staff as they provide quality care to children while their family attends programming. The Child Care Assistant works with staff to create an environment where children and their guardians feel safe, loved, cared for, welcome, supported, and included. Together, the Child Care Assistant and the CCP team create an environment that shows respect for all cultures and abilities.

Position Summary

Child Care Assistants work in IRCOM's CCP with children from 6 months to 12 years of age. Most shifts take place during daytime hours – 9:00 a.m.-11:30 a.m. or 1:00 p.m.-3:30 p.m. – however, there may be occasional evening and weekend opportunities.

Duties and Responsibilities

- Interact and play with children in a safe and positive manner
- Follow CCP guidelines for positive discipline
- Interact with parents in a friendly and supportive manner
- Assist with interpretation where applicable
- Occasionally assist the children with planned activities
- Maintain daily communication with IRCOM staff
- Ask IRCOM staff for assistance as needed
- Assist with set up and clean up, including serving snacks

Time Requirements

This position requires volunteers to come once a week for two-and-a-half hours. The minimum time commitment is three months.

Abilities, Skills, Experience, and Qualifications

- Fluency in languages other than English is an asset, but not required
- Comfortable working in a team environment
- Exhibit patience and kindness
- Willingness to learn and receive constructive feedback
- First Aid Level C training is an asset, but not required
- Must complete required training provided by IRCOM (see below)
- Must complete a satisfactory criminal record check and child abuse registry check

Orientation and Training

- All Child Care Assistants must participate in a general orientation to IRCOM's mission, objectives, values, and programs.
- All Child Care Assistants must read CCP's orientation manual, including the Child Abuse Policy and behavioural management policy. A form stating these policies have been read and understood must be signed.
- All Child Care Assistants must participate in training on Early Childhood Development.
- All Child Care Assistants are encouraged to participate in other training offered to IRCOM volunteers throughout the year. Volunteers also have the option to request specific training relevant to their position with IRCOM.

Supervision

Child Care Assistants are under the direct supervision of CCP staff, but can also expect to interact regularly with, and be held accountable by, Volunteer and Community Services Program (VCSP) staff. VCSP staff should be considered a supportive resource for volunteers.

Supporting Policies

The successful candidate will be expected to familiarize themselves with the IRCOM policies found in the Volunteer Handbook.

Working Conditions

Indoor setting, standing, walking and lifting are required, may be loud, may be messy when playing with children so proper clothing is suggested.

Benefits to Volunteers

- The chance to play with adorable young children
- The chance to help teach children important skills, like language and social skills
- On-the-job training relevant to a childcare setting
- Access to all volunteer training
- The chance to develop communication and leadership skills
- The chance to attend volunteer recognition events held throughout the year
- Reference letter can be provided after three months of consistent volunteer service
- Access to all of IRCOM's internal job postings

To apply, fill out the online application form at <http://bttr.im/otznj> or contact Rayne at reisam@ircom.ca or by phone at 204-943-8765 ext. 111. Please Note: it may take a few weeks to receive a response.