

**Position Title:** Childminding Lead

**Location:** Eau Claire Athletic Club (ECAC)

**Employment Type:** Full-time

**Reports To:** Membership Manager



### ***Position Summary***

The Childminding Lead is responsible for overseeing the daily operations of ECAC's Childminding Centre, ensuring a safe, engaging, and developmentally appropriate environment for children. This role includes supervising staff, organizing activities, enforcing health and safety protocols, and acting as the primary point of contact for parents. The Childminding Lead also ensures compliance with Alberta Health Services (AHS) guidelines, maintaining a high standard of care and operational efficiency.

### ***Key Responsibilities***

#### **1. Child Safety & Supervision**

- Ensure the safety, supervision, and well-being of all children in the childminding area at all times.
- Implement and uphold safety protocols, including secure child check-in/check-out procedures, emergency response, and first aid measures.
- Conduct regular safety checks of the childminding area, toys, and equipment to maintain a clean, hazard-free environment.
- Ensure staff are trained in CPR, first aid, and emergency evacuation procedures specific to child safety.
- Develop and enforce health protocols, including sanitizing toys and equipment, managing allergies, and monitoring symptoms of illness.

#### **2. Staff Supervision & Training**

- Recruit, train, and schedule childminding staff, ensuring adequate coverage during peak hours.

- Conduct ongoing training sessions on child safety, age-appropriate activities, behavior management, and customer service.
- Supervise and mentor staff, providing guidance on best practices and child-related concerns.
- Maintain records of staff certifications, training completion, and schedule updates to ensure compliance with club policies and AHS regulations.

### **3. Parent & Member Relations**

- Act as the main point of contact for parents, addressing questions, concerns, and feedback regarding childminding services.
- Communicate with parents regarding child behavior, injuries, or notable incidents during their time in the childminding area.
- Inform parents about policies, procedures, and special programs or activities offered in the childminding area.
- Gather and relay member feedback to management for continuous improvement of childminding services.

### **4. Program Development & Engagement**

- Develop and oversee age-appropriate activities that engage children, promote development, and ensure a positive experience.
- Maintain a rotating schedule of activities catering to different age groups and interests to keep children engaged.
- Plan themed activities or events for holidays, seasonal changes, and club-wide events.
- Work with parents and guardians to optimize the schedule to ensure our offering aligns with family demands.

### **5. Facility & Inventory Management**

- Oversee daily operations of the childminding area, ensuring procedures and workflows are followed consistently.
- Manage check-in/check-out software to accurately record child attendance and parent contact information.
- Monitor inventory levels of toys, games, and safety equipment, ensuring an adequate supply of necessary items.

- Order and replenish supplies, toys, and equipment as needed to maintain a safe, engaging, and well-stocked environment.
- Coordinate with housekeeping to ensure the childminding area is cleaned and sanitized regularly, including daily sanitization of toys and equipment.

## **6. Administration & Reporting**

- Prepare daily and weekly reports on child attendance, incidents, and parent feedback.
- Track inventory and budget for childminding supplies, requesting funds or replacements as needed.
- Assist in developing and updating childminding policies and procedures to enhance efficiency and safety.

## ***Qualifications & Skills***

### **Experience:**

- Minimum of 5 years in childcare, early childhood education, or a related field. Supervisory experience preferred.

### **Certifications:**

- Standard First Aid & CPR (or ability to obtain before hire).
- AHS-approved childcare safety training (or willingness to complete when hired).

### **Skills:**

- Strong leadership, communication, and organizational skills. Ability to create a structured yet fun environment for children.

### **Attributes:**

- Patient, energetic, and passionate about providing quality childcare services.

## ***Schedule & Work Environment***

- This is a full-time position; must be available for mornings, evenings, and weekends as required.
- Work is performed in the Childminding Centre at ECAC.

### ***Compensation & Benefits***

- This position starts at a base rate of \$28 per hour, with the opportunity to transition to a salaried role in the future.
- Individual access to ECAC facilities and programs.
- Opportunities for professional development, including AHS-compliant childcare training.

**Please send in your application through the careers page on the ECAC website by February 25, 2025.**