

Child Minding Attendant

Ortona Gymnastics Club located at the
GO Centre operating within Saville Community Sports Centre
University of Alberta South Campus

Ortona Gymnastics Club is inviting applications for part-time position(s) for Child Minding Attendants. Candidates who possess a mature and responsible attitude may be considered to monitor children attending the child minding service at the GO Centre Childminding Area. In addition to implementing a child minding service appropriate to children's needs and to provide excellent customer service, responsibilities of this position include, but are not limited to the following:

- Ensure a high level of customer service.
- Maintain a high standard of cleanliness and sanitation.
- Create a safe, caring and nurturing environment.
- Ensure customers are following guidelines.
- Perform inspections of program equipment to find operational malfunctions of potentially dangerous situations. (preventative maintenance)
- Be aware of child/parent dynamics.
- Prepare reports such as incident/accident, statistical and inventory as required.

The successful candidates will possess exceptional interpersonal and customer service skills. The ability to listen and communicate constructively to children, parents and coworkers in a positive and respectful manner is essential. First Aid/CPR certification is required. Knowledge and training in Child Behavior Management and Risk Management Awareness is considered an asset. The ideal candidate will be well organized, and possess sound problem solving and decision making skills relating to managing children's behavior. Preference will be given to candidates with previous related experience. The number of hours of work per week may vary.

Posting Date: August 24, 2011
Application Deadline: September 6, 2011, 5:00 pm
Position Type: Part-time
Other Requirements:

- Computer literacy
- current copy of a Criminal Records Check (2009 or later)
- current copy of the Child Intervention Record Check
- current Standard First Aid & CPR certificate
- fluent in written and spoken English

Rate of Pay: \$12.00 - \$14.50 per hour

Hours of Work:	Tuesday & Thursday	12:30-15:30 and 16:30-20:30
	Monday, Wednesday & Friday	09:00-13:00 and 16:30-20:30
	Saturdays	08:15-13:15
	Sundays & Statutory Holidays	Closed
	Tournaments & Special Events	As required

Qualified applicants are invited to apply in confidence stating Childminding Attendant Applications for this position will be accepted on an ongoing basis and will be kept on file for a period of six (6) months.

Send your resume and cover letter by email to: executivedirector@ortonagymnastics.com. Please make sure to include which position you are applying for and be detailed regarding your experiences. Required certificates & checks must be supplied before job start. Any job offers made will be conditional upon receipt of the required documentation.

Ortona Gymnastics thanks all applicants for their interest, but advises only those under consideration will be contacted.