**BGC South East is currently seeking the following position:**

## Supply Staff (Casual/Call In)

**Job Posting Details:**

**Location -** Various locations in Kingston:

- St. Genevieve Catholic School (394 Holden Street)
- Hughson Childcare Centre (559 Bagot Street)
- West End (1300 Bath Road)

Successful candidates can express whether they are interested in supplying for all locations or specific ones.

**Hours -** Please note that the hours and days of work will be provided to you when you are contacted for a supply shift. Candidates are not required to be available during ALL days and times to be included in our supply list. We will determine your level of availability upon hiring.

**Rate -** $19-$21.00/hour. Shifts in Child Care programs will qualify for additional WEG compensation

## Overview:

Childcare Supply Staff are responsible for supervising and assisting children in the preschool /toddler classrooms with age appropriate activities while maintaining our classroom ratios. Supply staff will also provide assistance for snack/lunch or nap times.

## Job Requirements:

- Post-secondary education/experience in Early Childhood Education or equivalent.
- Exceptional verbal communication and confidentiality.
- Strong problem-solving skills and creativity.
- Vulnerable Sector Check (Police Check) **(Required)**
- Current First Aid and CPR-C Certification. **(Required)**
- Up-to-date immunizations, Tdap and MMR **(Required)**

## Preferred Skills:

- Ability to work both independently and with a team with minimal supervision.
- Effective interpersonal and communication skills.
- Excellent time management and organizational skills.
- Ability to work in a fast- paced environment

## Application Process:

Submit resume and cover letter indicating position applying for to the attention of:

Recruitment Coordinator
**HR@bgcsoutheast.ca**

*Please note that BGC South East will accommodate candidates as required under applicable human rights legislation. If you require a disability-related accommodation during this process, please inform us of your requirements and we will do our best to accommodate.*

**We thank all those who apply, however only successful candidates will be contacted for an interview.**