



**TOWN OF BLACKFALDS
EMPLOYMENT OPPORTUNITY**

Blackfalds is one of Canada's youngest and fastest growing communities; with a population of 10,125 and a growth rate of 2.11% in 2018.

Ideally situated in Central Alberta, midway between Alberta's two largest urban Centres, Blackfalds retains the feel and security of a small-town while being only a short drive from urban amenities of post-secondary education, regional scale shopping outlets and entertainment.

Outstanding recreational opportunities, a robust and diversified economy and affordable land and housing are among the factors contributing to our thriving, successful, and dynamic community.

If you are looking to be a part of a hardworking and fun loving team in our community, please learn more about the Town of Blackfalds at www.blackfalds.com. We look forward to receiving your résumé!

Children Services Attendant I – Permanent Part-Time (0.6 FTE) - Abbey Centre

Position Summary: The Town of Blackfalds is looking for a team player to fulfill the Children Services Attendant I position. Reporting to the Guest Services Officer, the Children Services Attendant I is responsible for providing care and supervision of children in the Child-Minding Program. The Children's Services Attendant I is also responsible for ensuring a safe, caring and successful environment for participants involved in the C'amped program during the school year.

The position description can be seen in its entirety at www.blackfalds.com

Requirements and Qualifications: As part of the Children Services team you can relate well with children of all ages. You will possess strong communication and interpersonal skills, and the ability to create activities for varying developmental abilities and ages. You will possess strong skills in time management, organization skills, and strong customer service skills.

You possess a certificate/diploma or related work experience in: Recreation; Education; Early Childhood Development &/or Physical Education. You have proven ability to provide courteous and friendly customer services.

Hours of Work: This is a part-time position within the Town of Blackfalds CUPE Local 417 Collective Bargaining Agreement depending on the C'amped schedule the position hours can be either 16 hours or 24 hours in any given week.

Hourly Wage: The hourly wage range for this position is \$18.48 to \$20.80 per hour as per the CUPE Local 417 Collective Agreement 2019-2021.

How to Apply: The Town of Blackfalds is an equal opportunity employer and encourages individuals interested in this position to submit a cover letter and resume to the address below. If applying by e-mail, please ensure your name and the job title is included in the subject line. Position will remain open until suitable candidate is identified.

Reminder of pre-employment requirements: First Aid & CPR with AED, Criminal Record Check, Vulnerable Sector Search; Intervention Record Check; valid Class 5 Alberta Driver's License and satisfactory Driver's Abstract.

We appreciate and consider all applications, however only candidates selected for an interview will be contacted.

Town of Blackfalds, Box 220, 5018 Waghorn St, Blackfalds AB, T0M 0J0
Attention: Human Resources P. 403.885-4677 (ext.6366)
Email: hr@blackfalds.com website: www.blackfalds.com Fax: 403.885.6243



Town of Blackfalds
Position Description

Title:	Children's Services Attendant I
Reports To:	Guest Services Officer
Direct Reports:	None
Position Summary:	Provides care and supervision of children in the Child-Minding Program. The Children's Services Attendant I is also responsible for ensuring a safe, caring and successful environment for participants involved in the C'amped program during the school year.

Required Knowledge, Skills and Abilities

- Must believe ALL CHILDREN are capable of success!
- Commitment to continuous improvement and excellent guest service
- Proven ability to deal directly with other staff and guests in a courteous and friendly manner
- Ability to relate well with children of all ages
- Efficient and effective communication, interpersonal and listening skills with the ability to ask questions
- Strong teamwork and cooperation skills
- Excellent skills in decision making, planning and problem solving
- Ability to work efficiently and effectively without constant direct supervision
- Knowledgeable with computers
- Knowledge of developmental abilities and age-appropriate activities
- Ability to adapt to changing needs of the program(s) and/or participants

Position Requirements

- Create structured and unstructured programming for child minding and C'amped; incorporating crafts, story time, songs, games and other age-appropriate activities.
- Be actively engaged in the safety, well-being and development of the children in the child minding and day camp programs. This also includes attending to their physical, social and emotional needs in a positive manner.
- Along with other staff ensure appropriate use of facility by guests and enforces facility guidelines and rules.
- Follow all safety practices and provincial legislation.
- Aid with special events as required.
- Prepare and maintain program equipment supplies and program space.
- Resolve customer inquiries, concerns and complaints either directly, or by referring to another senior staff member as required.
- Handle routine correspondence such as incident reports as required.
- Perform other related duties and responsibilities as required.
- Follow a positive and proactive guest services philosophy throughout the department

Preferred Education and Experience

- Certificate/diploma or related work experience in:
 - a. Recreation
 - b. Education
 - c. Early Childhood Development
 - d. Physical Education
- Additional Requirements
 - a. Minimum 18 years of age.
 - b. Standard First Aid with CPR "C" and AED
 - c. RCMP Criminal Record Check with Vulnerable Sector Screening
 - d. Valid Driver's License with current Driver's Abstract
 - e. Child Intervention Check

Physical Demands

- Light work, occasionally lifting to 20 lbs
- Standing for periods of time
- Exposure to cleaning solutions

Work Environment

- Very dynamic work environment
- The noise level in the work environment is quiet to loud