

MANAGEMENT PORTFOLIOS

MANAGEMENT STRUCTURE AND ACCOUNTABILITY GUIDELINES

OOSC- YOUTH COMMUNITY FACILITATOR/ SUPPORT PORTFOLIO

DESCRIPTION

The *Youth Community Facilitator/ Support Portfolio*, your job is to work as part of a team, mentoring, supporting and supervising assigned children with high needs while providing a safe, fun, inclusive clubs based environment. You will be responsible for ensuring your daily, weekly, monthly and yearly duties are *executed with excellence-outlined in your portfolio* with specific responsibility for observing and documenting child progress; implementing plans for instruction; and assisting children by providing for special health care needs. You report directly to the *Program Coordinator*.

The *Youth Community Facilitator/ Support Portfolio* additional qualities/skills needed are:

- Experience with special needs participants and understanding of child development.
- Strong supervision and leadership skills
- Strong communicator, both written and oral communication
- Knowledge of the jurisdiction of the Alberta Child Care Act
- Possession of basic computer and technological skills, especially Word, Excel, Adobe, and internet (preparation of documents in various formats such as PDF, Word, etc.,, electronic file naming, uploading documents).
- Ability to maintain confidentiality of inner workings/ staff / or issues that may arise
- Ability to maintain a routine, transitions and expectations effectively and consistently
- Attention to detail with a focus on goals
- Excellent follow up and takes initiative
- Continuously innovative and creative
- Ability to be physically active and play
- Spirit of teamwork and professionalism
- Ability to convey a Family Run Feel

Above all you must ensure that the program is maintaining a high level of FUN, EXCITEMENT, & SUPPORT for special needs children, their families and the rest of the team.

8 AREAS OF RESPONSIBILITY

1) Program Support/ Leadership

- Be a brand ambassador- Face of the company to families and community members.
- Attends all Team Meetings.
- Fosters culture surrounding continuous communication and "Family-Run" feel with team.
- Accountable and takes pride in program, its operations and team.
- Leads children through planned and spontaneous activities.
- Build respect through fairness and routine with the children.

2) Supervision & Planning

- Performs excellent execution of *Every Face, Every Section, Every Time You Walk the Floor*.
- Performs excellent execution of *Active & Effective Supervision*.
- Excellence in execution of your scheduled activities daily.
- In charge of knowing ratio numbers at all times
- Complete planning for following week for Friday Portfolio Planning Review with Program Coordinator
- Assess and anticipate possible risks when planning activities.
- Take the time every day to have one on one opportunities with as many children as possible
- Uses planning time effectively
Plans Inclusive, reflective, and independent play, based on skill building (social, emotional, cognitive, motor, etc.)

3) Safety & Cleaning

- Completes any assigned weekly cleaning.
- Ensures all safety and cleaning practices are being met.
- In charge of knowing emergency procedures at all times
- Constantly assessing and anticipating risks during activities

3) Every Family Leaves Happy

- Talk to every Family! – builds respect and trust.
- Fosters culture surrounding continuous communication and "Family-Run" feel with families and community members.
- Effectively communicates with parents any child supports, difficulties or issues.

4) Growth & Accountability

- Always innovating new ideas to better the program.
- Continuous improvement of supervision and development through asking questions and for support when needed.
- Continuing to train and further your education with Professional Development Coordinator.
- Attends all mandatory workshops and meetings
- Creates and maintains a Professional Personal Portfolio

5) Employer of Choice

- Promotes the *Early Childhood & Development industry* as a professional career **NOT** as a daycare or babysitter job! - a position to take pride in!
- Catches team members "doing it right" and celebrates publicly.
- Fosters culture surrounding continuous fun and excitement in the workplace.
- Helps Program Coordinator plan staff events for culture and moral building.

6) Licensing, Accreditation & Community Involvement

- Accountable for maintaining licensing, brand and accreditation standards at all times.
- Participate in building/ maintaining current Accreditation documentation.
- Involve local businesses, associations, schools and community members to participate in the program and your planning.

7) Centre Quality & Maintenance

- Setup and tear down of program daily
- Consistently evaluates quality of program and its delivery to the families (*parents eye view*)

8) TimeSavr, Registrations & Reporting

- Ensures all hours are recorded properly and on time.

Our passion is Child Care. Our secret is people.

CHILD CARE AIDE/ SUPPORT PORTFOLIO

Job Responsibilities

As Needed:

- Effectively communicate with children, parents and team members
- Executes consistent attention to atmosphere (music, aesthetics, activities, rooms energy level and transitions)
- Identify signs of emotional or developmental issues and address as required
- Catch team members *doing it right* and celebrate publicly
- Address concerns immediately and establish open lines of communication with parents, your team, principals and Regional Manager- talk to everyone!
- Participates in and executes all new marketing and initiatives with team members (Family Nights, Open Houses, Science Fairs, Community involvement, etc.)

Daily Duties:

- Delivers excellence in execution during every shift through communication, planning, preparation, routine, leadership and a positive attitude.
- Uses Pre-Shifts, I.P.Ps and planning sheets effectively to prepare for shift and communicate.
- Reads and initials Staff Communication Log Book, follows up on any opportunities communicated from previous shifts
- Manage Portfolio
- Set-up/ tear down equipment
- Excellent execution of *Every Face, Every Section, Every Time You Walk the Floor* and *Effective & Active Supervision Practices*
- Always know ratio numbers and safety/ emergency procedures
- Supervise, Lead and participate in children’s activities
- Supervise, Lead and participate in clean-up and transitions
- Ensuring the quality of the program is maintained and exceeded daily

- Ensures **CHILD AIDE Daily Log** is completed and communicated with *Program Coordinator*.
- Reads and initials Staff Communication Log Book, follows up on any opportunities communicated from previous shifts

Weekly Duties:

- Completes all cleaning duties weekly
- and reviews with Assist. P.C. Thursday
- Completes all planning and prep for following week. Completed for Friday
- Completes an I.P.P and builds goals for following week. Completed for Friday
- Meet with Program Coordinator for portfolio, I.P.P and planning review Friday (5-6pm)
- Communicate needed supplies for the following week to Program Coordinator. Friday (5-6pm)
- Print pictures and complete weeks planning sheets.

Monthly Duties:

- Attend Program Meetings Second Thursday Every Month
- Sign off on Bi-Weekly Payroll Reports and Month End Accreditation Report Thursday before 12:00 pm
- Plan and hold monthly meetings with assigned children’s parents updating on developmental milestones, successes and challenges

Yearly Duties

- Complete staff performance review with Program Coordinator May
- Help plan and execute family/ community events (Mandatory: Christmas Party, Open House/showcase, Family Night) (minimum x3 per year)
- Audit your Staff file and update your TimeSavr profile November, February, May
- Plans & promotes Spring Break (sign-up sheets, field trip forms, marketing, fee collection) March/ April