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**SWAN RIVER KINSMEN NURSERY SCHOOL**

**JOB POSTING**

**POSITION:** CHILD CARE ASSISTANT (PART-TIME)

**LOCATION:** SWAN RIVER, MB

**START DATE:** JANUARY 2025

**APPLICATION DEADLINE:** OPEN UNTIL FILLED

Established in 1982, the Swan River Kinsmen Nursery School (SRKNS) is a non-profit nursery school for children ages three and four years old. We are an inclusive school, welcoming students and families looking for a great start before kindergarten. The school operates Tuesday through Friday, from September to June, with (2) three-hour classes per day (three-year-olds in the morning and four-year-olds in the afternoon). We follow the Swan Valley School Division calendar for holidays and summer vacation. Mondays are paid prep and administration days.

**The Swan River Kinsmen Nursery School is actively looking for a Child Care Assistant to support current staff to help with care in the school.**

The successful applicant will have prior experience in child care, the ability to handle competing priorities, and skills to manage challenging behaviors with ease. This role is a fit for someone with a love for children, who will play an important role in maintaining a supportive and encouraging environment for both students and parents.

**Roles & Responsibilities**

* Provide vigilant and compassionate care to the children at the school.
* Contribute to a safe, happy, healthy, and stimulating environment for children.
* Help to execute engaging indoor and outdoor activities for children.
* Maintain a positive working relationship with other Swan River Kinsmen Nursery School staff, board, parents, and community members.
* Light housekeeping duties to ensure a clean, organized space.

**Skills & Qualifications**

* 40 hour CCA course (prefer that this has been completed).
* Satisfactory criminal record and child abuse registry check.
* First aid/CPR training.
* Previous child care experience.
* Enthusiasm to work with children.
* Ability to multi-task and manage challenging behaviours effectively.
* Strong communication and interpersonal skills.
* Exceptional organizational, problem-solving, and time-management skills.
* Friendly, approachable, and patient demeanour.

**Hours:** 12 hours guaranteed in the afternoons Tues-Fri, and substituting for full-time staff members as needed. Opportunities for future growth in the position.

**Salary commensurate on experience and qualifications, but adheres to standards set forth by the Manitoba Government (Early Learning and Child Care Wages).**

**How to Apply**

Please send your resume and a brief paragraph on why you would like to be considered to [board.swanrivernurseryschool@gmail.com](mailto:board.swanrivernurseryschool@gmail.com). While we thank all candidates for their interest, only those selected for an interview will be contacted.