



Position: Childcare Team Lead (ECE II)
Career Trek Program: M-Power Winnipeg
Job Type: Casual, Term
Term: November 2021 – May 2022
Hours: Approx. 6-8 hours per week, possibility of increased hours per week during busy programming seasons
Rate of Pay: \$15-\$17/hr
Positions available: 1

Position Summary:

Career Trek is looking for a qualified and creative ECE II to join our M-Power Winnipeg Program as a Child Care Team Lead. The successful candidate will be a dynamic, committed, team-oriented individual who enjoys working in an innovative educational setting.

The **Childcare Team Lead (ECE II)** will work within a small team for the successful delivery of the M-Power Winnipeg program. They will be responsible for ensuring that our youngest participants (children of the M-Power moms) also have the opportunity to learn and engage in Career Trek programming. They will build positive relationships with participants and model Career Trek's 4 R's – respect yourself, respect others, respect your environment, and take responsibility for your action – through all aspects of their work.

In addition to this, the successful candidate will support programming by:

1. Organizing and delivering activities for participants and their children
2. Supervising and guiding a team of childcare staff
3. Ensuring safety standards are in place and are followed consistently to create and maintain a safe environment for the children

Work will be conducted as a combination of remote and in person. Regular working hours are between 3:30 p.m. – 7:30 p.m. on Tuesday and Thursday nights (with some other work meetings and tasks scheduled throughout the week as needed).

Duties and responsibilities:

Reporting to the **Youth Initiatives Leadership Team**, the **Program Delivery Staff** will:

- Lead and facilitate Career Trek's 'Pre-School Trek' and 'Mommy and Me' activities with moms and their children during programming online
- Contribute to the development of Career Trek's activities for young children in M-Power
- Act as an advisor and guide for the moms should they have any questions regarding early childhood education for their children
- Assemble and deliver program kits to participants along with other M-Power Winnipeg staff
- Develop effective working relationships with Career Trek staff, volunteers, and community partners



- Model and encourage professional conduct and a strong work ethic to deliver high quality and high impact programming to our participants
- Document participants progress through photos, videos, and interviews. Submit stories regularly to be uploaded onto Career Trek's social media channels
- Purchase supplies as necessary
- Other duties as assigned

Skills & Requirements:

- Certified ECE II (or currently enrolled in recognized ECE diploma program)
- Fully vaccinated by October 31, 2021
- Certified First Aid provider (infant and child)
- Clean criminal record and child abuse registry checks
- Experience in developing and delivering curriculum, lesson plan, and activities
- Experience supervising a team of childcare workers
- Computer skills with ability to use software such as Microsoft Office, and video conferencing software such as Teams, Zoom, etc.
- Demonstrated excellence in oral, written, and interpersonal communication skills
- Ability to work independently and adapt to changing priorities

Assets:

- Knowledge of barriers (real or perceived) that youth may face in gaining a post-secondary education and achieving fulfilling careers
- Knowledge of Indigenous worldviews, teachings, language, or land-based education
- An understanding of Canada's history and relationship with Indigenous Nations with a commitment to on-going learning in the space of truth and reconciliation.
- Valid Manitoba driver's license and access to a vehicle.
- Graduate of Career Trek or previous programming experience.

Working Conditions:

- Work will be a combination of work from home and in person, in accordance with safety protocols and guidelines laid out by public health and community officials.
- Reliable internet and a computer are required to work from home.
- Training and ongoing support will be provided.



How to Apply:

Email **cover letter and resume** by **October 3, 2021 at 9:00 am** (CT) to: careers@careertrek.ca Please include **“MP Wpg – Childcare Team Lead”** in the subject line.

While we thank all applicants, only candidates selected for interviews will be contacted. Career Trek is committed to an employment equity practice that achieves a workforce reflective of the community at large. We encourage all applicants to self-declare.

Career Trek’s Vision:

We envision a Manitoba where all citizens are able to realize their full career and education potential.

Career Trek’s Mission:

We aim to give young Manitobans the experiences and information they need to succeed. They develop knowledge, relationships, and values that will help them find educational and career success.

About Career Trek:

Career Trek is a registered charity that helps young people discover the importance of education and career development. Career-oriented programming, complete with hands-on activities, ignites participants’ passion for learning. Career Trek inspires young people to recognize their own potential.

For more than 20 years, Career Trek has been offering programs for children, youth, and adults in the areas of education and career development. Career Trek provides an experiential, hands-on, learning opportunity that increases skills, competence, confidence, knowledge, self-awareness and understanding. It is Career Trek’s belief that its hands-on career-related activities and workshops enhance each participants’ level of engagement in their education and ultimately supports the commitment and investment they will make to achieve career success and life satisfaction.

With Career Trek, the path to career success becomes clear and well-marked. Participants leave the program empowered by knowledge and experience. They can make important decisions about the future.

For more information about Career Trek, please visit: www.careertrek.ca