

Job Profile

Job Profile Name:	Daycare Facilitator
Job Code:	CADC-00004
Employee Group:	AMUSE Casual

Job Summary:

Under the direction of the immediate supervisor, the incumbent may perform some or all of the listed general administration functions. These functions are of high complexity and the incumbent performs them using general instruction.

Typical Functions:

1. Designs, animates and facilitates diverse activities for children (age range: 4-12 years).
2. Leads the recruitment of volunteers.
3. Acts as main contact for volunteers, communicating via email and social media tools.
4. Documents activities and assessment of each month's session and reports to coordinator after each session.
5. The list of functions outlined above is representative and not a complete and detailed list of tasks which may be performed by an incumbent.

Minimum Education, Certification and Experience:

- High School Diploma with two years of relevant experience in the field of work