

**Childminder (Casual)**  
**Job ID 24-002 NCFRC**

**Are you looking to make a difference in your community?  
Join the Norwood team and start making a difference today!**

Norwood Child and Family Resource Centre is an Edmonton-based non-profit organization that has been supporting children and families since 1963, with a vision of Healthy Children, Healthy Families, Healthy Communities. Our programs and services are designed to strengthen and enrich families with children from birth - 6 years old. Early childhood experiences are aimed at fostering optimal child development and healthy parent-child attachment. Parent education opportunities are created to support building the capacity of families. Family support services are provided to support families as the child's first and most important teacher. Information and referral are key practices in supporting families to grow and learn within their own communities. Programs are delivered using a holistic approach to support the social, emotional, intellectual, language, physical and creative needs of children and families in the community. For more information, visit <https://www.norwoodcentre.com>.

The casual childminder supports Norwood Child and Family Resource Centre by providing care and supervision to children of families accessing programs and services offered by the Agency. **This casual position offers a flexible work schedule that includes morning, afternoon, or evenings to meet the needs of families.**

**Reporting to the Family Education Manager, the Childminder is responsible for the following:**

- Providing childminding during Norwood's programs and services
- Planning and implementing play-based activities reflective of the ages of the children
- Maintaining quality interactions with children during activities on an individual, small group, and large group basis
- Communicating with parents and Norwood staff regarding children
- Preparing program space for childminding activities, inclusive of set up and clean up

**The ideal candidate will possess the following qualifications:**

- Minimum of 6 months experience in childcare and/or babysitting
- Willing to work in different program areas and travel to locations based on the needs of the organization
- A current First Aid Certification (Childcare First Aid considered an asset)
- Availability for mornings, afternoons and/or evenings
- Criminal Record Check and Child Welfare Intervention Record Check (*findings will be reviewed on a case-by-case basis*).

**The following qualifications are considered an asset:**

- Level 1 Childcare Staff Certification, Child Development Assistant

The hourly range for this role is \$18.10 per hour.

**Norwood provides the following:**

- Strong focus on employee wellness and work-life balance
- Supportive training
- A compassionate team environment



Norwood Child and Family Resource Centre values diversity and welcomes applications from First Nation, Inuit, Métis, New Canadian, racialized, differently abled and 2SLGBTQIA+ communities.

**Norwood staff are guided by the following Team Charter (SPIRIT):**

- **Support** - We utilize one another's strengths to take on challenges and opportunities using positive communication, collaboration, and compassion.
- **Passion** - We have the energy, attitude, and enthusiasm to be fully committed and engaged in our work with each other.
- **Integrity** - We are honest, trustworthy, transparent, and accountable with each other.
- **Respect** - We accept others without judgment and recognize that every individual is a person of value.
- **Inclusivity** - We celebrate diversity and welcome people of all abilities, backgrounds, cultures, and perspectives.
- **Team** - We are all one group working towards improved outcomes for children and families.

If you share our values and support our mission and vision, please consider joining our team.

To apply for this opportunity, please submit your résumé and cover letter to: [careers@norwoodcentre.com](mailto:careers@norwoodcentre.com)  
Please include "24-002 – Childminding" in the Subject Line of the email.

**Closing Deadline:** Until a suitable candidate is found.

*We thank all applicants for their interest, however, only those selected for an interview will be contacted.*