

# WE ARE HIRING

## COMMUNITY RESOURCE CENTRE CHILDMINDERS



### ABOUT THE TOWN OF FOX CREEK

Fox Creek is a citizen-focused vibrant and sustainable community, embracing diversified economic partnerships and prides itself on small-town family values. The Municipality of Fox Creek is a vibrant bustling hotbed of economic activity in the heart of the Duverney. Known mainly for its bountiful wilderness, Fox Creek showcases the very best of the surrounding forests, lakes and wildlife, making it the perfect location for enjoying the outdoors. Fox Creek combines a serene wilderness experience, with small-town hospitality, first class amenities, and a reliable service centre for the active oil and gas industry surrounding the community. Fox Creek is a great place to call home.

### ABOUT THE POSITION

The Town of Fox Creek is seeking a vibrant CRC Childminder to brighten our mornings! In this part-time, casual role, you'll care for children while their parents attend morning classes at the Community Resource Centre. Your fun-filled day will include activities like crafts and story time, ensuring a safe and engaging environment. By providing excellent childcare, you'll help support adult learning and take the stress out of worrying about childcare. If you're enthusiastic, reliable, and ready to make a positive impact, we'd love to have you join our team and turn each morning into an adventure for our little ones!

#### WHAT WILL YOU BE DOING?

Will be required to adhere to processes and policies in support of Municipal goals and legislative requirements.

Responsibilities will include but are not limited to the following:

- Organize and lead a variety of activities such as crafts, games, and story time to keep kids entertained and stimulated.
- Ensure the safety and well-being of all children in your care, maintaining a secure and supportive environment.
- Build positive relationships with children, fostering a friendly and welcoming atmosphere.
- Keep open lines of communication with parents and staff to update on children's activities and any relevant issues.
- Tidy up play areas and ensure all toys and materials are clean and well-organized.
- Other duties as assigned.

#### HOW TO APPLY

COMPETITION #: 11-2024  
DEADLINE: Until suitable candidate is found

Please submit a cover letter and resume quoting the above stated competition number, not later than the deadline shown.

In your cover letter please share information about yourself, explain why you are interested in this role and joining the team at the Town of Fox Creek.

APPLICATIONS CAN BE SUBMITTED BY:

Email: [employment@foxcreek.ca](mailto:employment@foxcreek.ca)

Mail: Town of Fox Creek  
Attention: Human Resources  
Personal & Confidential  
PO Box 149  
Fox Creek, AB  
T0H 1P0

In-person: Town of Fox Creek Administration Office  
108 Kaybob Drive, Fox Creek, AB

*We thank all applicants for their interest. However, only candidates invited for interviews will be contacted*



#### WHAT ARE WE LOOKING FOR?

Minimum Requirements

- Prior experience in childcare or a similar role is preferred but not essential.
- Strong communication skills and the ability to create engaging activities for children.
- A commitment to maintaining a safe and nurturing environment, including the ability to provide a clean Vulnerable Sector Check.
- Current First Aid certification to handle any minor incidents with confidence.
- Availability to work in the mornings on a part-time, casual basis

#### WHAT DO WE OFFER?

##### WHEN WILL YOU BE WORKING?



Part Time Casual

Flexible scheduling based on operational requirements

Currently scheduling for mornings but evenings and weekends when necessary

##### WHAT WILL YOU BE PAID?



\$ 16.00/hour to \$ 17.24/hour

Placement within this range will depend on experience

##### WHAT ARE THE PERKS?



**Flexible Work Arrangement:** Benefit from a part-time, casual schedule that offers a balanced work-life experience.



**Community Impact:** Support adult learners by providing reliable childcare, making their learning experience stress-free



**Fun Environment:** Engage with children in a lively and interactive setting, where every day brings new and exciting activities.

*For a more detailed job description email [employment@foxcreek.ca](mailto:employment@foxcreek.ca) quoting the competition number.*