

PRESCHOOL EDUCATOR / OFFICE ADMIN

Salto Gymnastics, a not-for-profit gymnastics and licensed Preschool provider in Sherwood Park, is currently looking for a highly motivated, enthusiastic Preschool Educator to join our growing preschool team. Reporting to the Preschool Director, the ideal candidate will have previous experience working with children ages 3 to 6 years in an early learning environment and an understanding of childhood education principles and practices.

The Preschool Educator / Office Admin. is responsible for assisting the Preschool Director with preschool program offerings at the club, including the provision of summer programming/camps as well as helping in the Office on weekends and evenings.

This position is responsible for a variety of items, including but not limited to, the following:

Preschool Duties:

- Assist with program set-up, take-down, and clean-up.
- Assist with direct program supervision and leadership.
- Maintain an environment that is clean and safe at all times.
- Assist with all required cleaning/sanitization protocols.
- Ensure that a high standard of customer service is maintained at all times.
- Assist with the implementation of organizational events, activities, and fundraisers as required.
- Actively participate in all relevant team meetings and team planning sessions.
- Support and supervision with daily gymnastic portion of our preschool programming

Admin duties

- answering the phone
- collecting payments (Visa/ MC and Debit)
- knowledge of Microsoft office (Excel, emails, word etc)
- Parent inquiries
- maintaining our class management software (Jackrabbit)
- cleaning

This is not an exhaustive list of duties. The responsibilities are subject to change as the needs of the organization evolve.

Please note that this is very "hands on" role and all staff will be expected to routinely engage in activities that necessitate bending, kneeling, and being physically active. Some activities are done at the floor level. Staff will need to be active and flexible enough to engage with the children at their level.

Experience & Qualifications:

- Level 1 Early Child Educator Certification (or working towards certification within 6 months).
- Valid First-Aid / CPR (Child Care).
- 2+years of experience working in a preschool setting (preferred).
- Gymnastic experience an asset but not required.
- Knowledge of Microsoft Office
- answering phone calls

The successful candidate must present a successful criminal record check (with vulnerable sector screen) prior to commencing employment.

Salary: \$15 - \$18 per hour depending on experience and qualifications. Please note that this position is eligible to receive funds from the Alberta Childcare Grant Wage Top-Up program.

This is a part-time position.

This position is based out of the Salto Gymnastics Club in Sherwood Park, Alberta. Remote work is not available. Interested applicants are asked to submit a Cover Letter and Resume to recruitment@saltogymnastics.ca. Only those selected for an interview will be contacted.

For more information, please contact us at recruitment@saltogymnastics.ca or (780) 449-1518.

Expected hours: 10-20/ week

Expected start date: As soon as possible

Job Type: Part-time

Pay: \$15.00-\$18.00 per hour

Expected hours: 10 – 20 per week

Benefits:

- On-site parking

Flexible language requirement:

- French not required

Schedule:

- Monday to Friday
- Weekends as needed

Ability to commute/relocate:

- Sherwood Park, AB T8A 0W9: reliably commute or plan to relocate before starting work (preferred)

Education:

- Secondary School (preferred)

Experience:

- Office: 1 year (preferred)

Work Location: In person