



Macaulay
Tree House

Job Title:

Administrative Assistant

Wage:

Status:

Part-Time Permanent

Closing Date:

Aug 28, 2020 @ 4:30 pm

Administrative Assistant

Job Description:

Macaulay Tree House prides itself on our exceptional programs and committed, hard-working staff. Being a part of our team will help you gain hands-on experience in the childcare and education fields. We have established and maintained great working relationships with various community supports, such as the staff at each school and the school board, as well as The District Municipality of Muskoka for their Assessment for Quality Improvement checks, Community Living, Simcoe Muskoka Family Connections, HANDS the Family Help Network, and the Ministry of Education. We are looking for hard-working, dependable, caring individuals who strive for excellence and aim to exceed expectations.

The Administrative Assistant is responsible for assisting the Executive Director (ED) and the School Age Program Supervisor (SAPS) with all administrative processes. Major responsibilities of this role include:

General Administration:

- Answering phones and directing calls throughout the Centre;
- Filing paperwork;
- Addressing parent inquires in person, and via phone and e-mail;
- Keeping the website and social media channels updated.

Registration Processing:

- Processing registrations (peak periods include 200+ registrations) for the daycare, school age programs, and summer camp;
- Ensuring all registrations are complete to the satisfaction of our licensing agencies;
- Ensuring all enrollments meet child-to-staff ratio requirements by consulting schedules and available staffing;
- Keeping detailed records of enrollments and notifying families of successful enrollments and wait list information.

Recruitment and Personnel:

- Assisting ED and SAPS with recruitment by posting employment opportunities on Indeed, our website, and social media channels;
- Scheduling interviews;
- Conducting employee orientation with successful applicants.



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Job Title:
Administrative Assistant
Status:
Part-Time Permanent

Wage:
\$16.25/hour
Closing Date:
Sept. 26, 2018 @ 4:30pm

Administrative Assistant

Records:

- Ensuring all personnel records are in compliance with our licensing agencies by periodically reviewing staff files for completion;
- Recording submitted records in our Client Management System (CMS);
- Reviewing CMS daily to determine when records are due;
- Following up with staff to ensure all records are submitted on time.

This position is part-time permanent (up to 24 hours per week with possibility of full-time progression). As a permanent employee, the Administrative Assistant is entitled to health benefits after three months' probation.

Qualifications:

- 1+ year of administrative experience required;
- 1+ year in records and registration an asset;
- Childcare experience an asset;
- Working knowledge of the CCEYA an asset.
- The successful candidate must be a sensitive and mature individual who is able to relate to both children and adults. Must be able to work within a team. Dependable, reliable, committed.

Requirements:

The successful candidate will be required to submit the following documents before commencing employment:

- Clean Police & Vulnerable Sector Check (or receipt of submission).
- Full immunization records.
- Valid First Aid & CPR Level C certification.

Apply:

Interested applicants are invited to submit a cover letter and resume addressed to our Executive Director, Leesa Horsfield. Please indicate subject line as "Application: Administrative Assistant."

Email resume and cover letter to mthadmin@bellnet.ca

We thank all applicants for their interest in Macaulay Tree House. However, only candidates selected for an interview will be contacted.