



Conference Child Care Coordinator opportunity!

Interested in looking after Atlantic Canada's future organic farmers? ACORN's 15th Anniversary Organic Conference and Trade Show is being held this year at the **Delta Prince Edward Hotel in Charlottetown, PEI from November 23rd-25th** - and we are looking for a Conference Child Care Coordinator! This person will be responsible for overseeing all child care offered at the conference.

Responsibilities include:

- Develop and implement fun-filled child care activities at this year's ACORN Conference
- Keep parents or guardians informed of each day's schedule (lunchtime pick-ups, end of the day time)
- Ensure parental forms for each child are completed
- Work with approximately 3-4 ACORN Conference volunteers per day who will be there to assist with child care activities
- Have fun!

Requirements:

Qualifications - Required

- Minimum age of 18
- Strong interpersonal communication and organizational skills
- Experience working with pre-school and school-aged children in a recreational setting
- Enthusiasm for coordinating fun children's activities and spending time with children

Qualifications - Preferred

- Adult and child CPR and First Aid
- Education or experience in child development, child guidance, human relations, communication, or recreational programs
- Interest in incorporating children's activities with a specific emphasis on organics, local food, farming & healthy living
- Experience teaching swimming, lifeguarding, etc (there is a pool on-site)

Job Details:

ACORN is a non-profit organization that attempts to accommodate family needs during our annual conference, without having to add significant cost for participants. As a result, we are offering the successful applicant an hourly wage in addition to conference meals and snacks (100% organic!), tickets to our special conference events (Kick-Off and Banquet with Keynote), and accommodations at the conference hotel venue (if required). The wage will be negotiated based on the successful candidate's needs and experience.

The childcare coordinator is expected to be present for all three days, from:

Monday, November 23: 8:00am - 6:00pm (lunch break 12:30-2:00pm)

Tuesday, November 24: 8:00am - 6:00pm (lunch break 12:30-2:00pm)

Wednesday, November 25: 8:00am - 4:00pm (lunch break 12:15-1:15pm)

ACORN will provide some materials, including crayons, paper, dvd/tv (for quiet/movie time), and will have a budget for the childcare coordinator to purchase other materials as required.

Please submit a cover letter and a detailed résumé with the names of three easily reachable references (in one PDF document, please!) to: Tegan Renner by email: tegan@acornorganic.org or mail to: ACORN P.O. Box 6343 Sackville, NB E4L 1G6.

Please do not hesitate to contact ACORN if you have any questions about this position, or the set-up of childcare during the conference. Thanks for considering babysitting our future organic farmers!

Application deadline: This position will be filled as soon as a suitable candidate is found.