



**Early Childhood Educator and/or Early Childhood Educator Assistant – Substitute**

**Locations: Downtown, Eagle Creek and Westhills YMCA-YWCA\***

*\*Flexibility is required (availability to work in all three locations is preferred)*

**Vacancies:** 3

**Position:** Casual

**Salary:** ECE Wage: \$20.30 per hour

ECEA Wage: \$18.50 per hour

**Placement:** Immediate

**Situation:**

The YMCA-YWCA of Vancouver Island is a dynamic charitable organization whose mission is to enhance individual and community potential through participation, learning and leadership. With over 135 years of serving Victoria and the surrounding communities, the YMCA-YWCA is a member Association of both YMCA Canada and YWCA Canada.

**Nature and Scope:**

Reporting to the Child Care Supervisor, the Early Childhood Educator and/or Early Childhood Educator Assistant (ECE/ECEA) Substitute will work directly within the early childhood programs, providing high quality care and creative programming for children in a group setting. Working in collaboration with the child care team, ECE/ECEA Substitutes are responsible for supporting children from 10 months to 5 years of age. They will ensure that children are well-supervised and provided with developmentally appropriate and fun programming options, in keeping with the Playing to Learn philosophy.

This role is classified as a casual position. This casual position is entitled to an individual YMCA-YWCA membership.

**Responsibilities:**

- To read, understand and follow all YMCA-YWCA policies and procedures related to the guidance and care of children
- To assist with the planning and implementing of a consistent child-centered program in accordance with YMCA-YWCA and CCFL standards, including YMCA Playing to Learn curriculum standards
- To interact directly with the children, facilitating a healthy learning environment
- To establish and maintain positive daily communication and interaction with families, providing quality customer service and building meaningful relationships within the community
- To ensure that all safety and supervision standards are implemented and maintained according to licensing and YMCA-YWCA requirements
- To maintain confidentiality of all information related to the centre, the children, their families, and staff
- To work effectively and as an active member of the staff team, assisting with other duties and responsibilities as required

- To attend YMCA Playing to Learn professional development sessions and other trainings as required
- To maintain a neat, orderly, and clean environment, including all activity areas and washrooms
- To release children only to those authorized by parent/guardian

**Qualifications:**

- Early Childhood Educator License to Practice in BC and/or Early Childhood Educator Assistant Certification required
  - Infant/Toddler Educator Certificate, Special Needs Educator Certificate, or additional courses/training related to child growth and development are assets
  - Experience working with children in a child care/recreational setting
  - Strong written, verbal and communication skills
  - High level of organization and customer service skills
  - Current First Aid and CPR certification required
  - A clear Ministry of Justice Criminal Record Check with Vulnerable Sector Screening required
  - A clear Police/RCMP Criminal Record Check with Vulnerable Sector Screening required\*
- \*Note: Cost reimbursed after successful completion of the probationary period.

**To Apply:** Please send a cover letter and resume to:

Human Resources  
YMCA-YWCA of Vancouver Island  
Email: [hr@vancouverislandy.com](mailto:hr@vancouverislandy.com)

**Please Note:**

- 1. Application Deadline:** This posting will close when suitable candidates have been found.
- 2. Please indicate in your cover letter how you heard about this position.**
- 3. We thank all applicants, but only short-listed candidates will be contacted.**
- 4. Short-listed candidates will be interviewed upon receipt of application.**

*The YMCA-YWCA of Vancouver Island is an equal opportunity employer.*