



**Early Childhood Educator**  
**Downtown Victoria YMCA-YWCA**

**Vacancies:** 1

**Position:** Permanent Full-Time

**Placement:** April 2019

**Wage\*:** \$20.30/hour (increase to \$21.32/hour after probationary period)

*\*Qualified candidates receive an additional \$1/hour as per the MCFD's ECE Wage Enhancement Program (must meet program eligibility criteria).*

**Hours:** 40 hours per week

**Nature and Scope:**

Reporting to the Childcare Supervisor, the Early Childhood Educator will work directly within the early childhood program, providing high quality care and creative programming for children in a group setting. Working in collaboration with the childcare team, Educators are responsible for delivering the YMCA Playing to Learn curriculum to children from 30 months to 5 years of age. They will ensure that children are well supervised and provided with developmentally appropriate and fun programming options. A priority will be maintaining excellent communication with families and other stakeholders.

This permanent full-time position is entitled to a YMCA-YWCA individual membership; 15 days vacation; and a cost-shared benefits package (after completion of the probationary period) which includes:

- Medical (MSP coverage; eligible after one month)
- Health Care, Drug Plan, Dental, Vision, EAP
- Extended Health Care
- Life Insurance
- YMCA Canada Pension Plan (eligible after one year)

**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 implementation 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 YMCA-YWCA and licensing 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 all YMCA Playing to Learn professional development sessions and other training 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:**

- Current Early Childhood Educator License to Practice in BC required
  - Infant/Toddler Educator License to Practice and Special Needs Educator Certificate, or additional courses/training related to child growth and development are an asset
  - Experience working with children in a child care/recreation setting
  - Strong written and verbal and communication skills
  - High level of organization and customer service skills
  - Current First Aid and CPR 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.ca](mailto:hr@vancouverislandy.ca)

**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. Applications will be short-listed for interviews as they are received.**
- 4. Internal applicants are expected to inform their supervisor prior to application.**
- 5. We thank all applicants, but only short-listed candidates will be contacted.**

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