



Early Childhood Educator / Early Childhood Educator Assistant – Substitute

Locations: Westhills YMCA-YWCA*

Vacancies: 3

Position: Casual

Placement: Immediate/on-going

Wage: ECEA Wage: \$18.50 per hour

ECE Wage: \$21.32 per hour*

**Qualified candidates receive an additional \$2/hour as per the MCFD's ECE Wage Enhancement Program (must meet program eligibility criteria).*

Nature and Scope:

Reporting to the Child Care Supervisor, the Early Childhood Educator 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 play-based curriculum/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 play-based 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 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 or Early Childhood Educator Assistant License to Practice in BC required
 - 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.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. 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.