



Updated November 24, 2021 (revised wage grid)

## Early Childhood Education Program – Substitute / On-Call Positions Locations: Downtown or Westhills YMCA-YWCA

**Vacancies:** 2

**Position:** Casual

**Placement:** Immediate/on-going

**Wage:** ECEA: **\$20.50/hour**

ECE: **\$26.32/hour\***

ECE IT: **\$27.39/hour\***

*\*Includes the \$4/hour for qualified candidates as per MCFD's ECE Wage Enhancement Program*

### **Nature and Scope:**

Reporting to the Child Care Supervisor, the Early Childhood Educator, ECE IT Educator, or Early Childhood Educator Assistant (ECE/ECE IT/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, 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, and the staff in these positions are entitled to complimentary 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:**

- ECE, ECE IT, 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 (Standard First Aid with CPR-C must be completed within the first month of employment)
- 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.
- The YMCA/YWCA has implemented a mandatory COVID-19 vaccination policy requiring all staff and volunteers to be fully vaccinated.

**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 a suitable candidate has been found; short-listing will take place as applications are received.**
- 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.**

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