



## Early Childhood Education Program – Substitute / On-Call Positions

**Locations: Downtown or Westhills YMCA-YWCA**

**Vacancies:** 2

**Position:** Casual

**Placement:** Immediate

**Wage:** ECE: **\$27.21/hour\***

ECE IT: **\$28.33/hour\***

ECEA: **\$21.32/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 fun, 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
- 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
- Interact directly with the children, facilitating a fun and healthy learning environment
- Establish and maintain positive daily communication and interaction with families, providing quality customer service and building meaningful relationships within the community
- Ensure that all safety and supervision standards are implemented and maintained according to licensing and YMCA-YWCA requirements
- Maintain confidentiality of all information related to the centre, the children, their families, and staff
- Attend professional development sessions and other trainings as required
- Maintain a neat, orderly, and clean environment, including all activity areas and washrooms
- Release children only to those authorized by parent/guardian
- Work effectively and as an active member of the staff team, assisting with other duties and responsibilities as required

**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.
- Must provide proof of full COVID-19 vaccination (2 doses).

**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.*