



January 22, 2025

Early Childhood Education Program – Substitute / On-Call Positions Downtown (Victoria) or Westhills (Langford)

Vacancies: 2

Position: Casual

Placement: Immediate

Wage: ECE: **\$29.91/hour***

ECE IT: **\$31.06/hour***

ECEA: **\$21.96/hour**

**Includes the \$6/hour for qualified candidates as per Ministry of Education and Child Care'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 the physical, emotional, and intellectual well-being of 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 staff can anticipate working a varied schedule covering planned or spontaneous absences by permanent staff members. While there is no guaranteed number of hours per week, staff should be prepared to commit to a minimum of one shift per month, unless otherwise approved by the Child Care Manager.

Staff in these positions are entitled to complimentary individual YMCA-YWCA memberships and will be invited to attend all Child Care workshops and professional development days.

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 and professional member of the staff team, assisting with other duties and responsibilities as required, and attending all agreed upon shifts

Qualifications:

- ECE, ECE IT, or Early Childhood Educator Assistant License to Practice in BC required
 - A minimum of 3 months 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.

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 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.