JOB SUMMARY
The Early Childhood Educator Assistant, working with the daycare team, is responsible implementing a quality, caring, and supportive childcare program and ensuring it runs in accordance with BGCA philosophy and policies and Child Care Licensing Regulations.

KEY DUTIES AND RESPONSIBILITIES

Program Operations
- Ensure adherence to all Child Care Licensing Regulations and BGCA policies
- Supervise children in the daycare and playground to support their development and social skills.
- Utilize a variety of teaching techniques including modelling, observing, questioning, demonstrating and reinforcing
- Organize space, equipment, and materials before and after activities
- Participate in creating, evaluating, and implementing program plans
- Establish and carry out a daily activity schedule that incorporates child directed activity, care routines, and transition times.
- Ensure that the room is clean and surfaces are clear at all times while the program is in session, and when services close for the day
- Communicate effectively and positively with parents or guardians
- Maintain records per licensing requirements and ensure they are accurate and complete
- Maintain confidentiality of all information related to the centre’s children, their parents or guardians, and staff and ensure it is stored securely
- Complete annual professional development.
- Maintain regular attendance and punctuality.
- Attend regular staff meetings.
- Carry out responsibilities as assigned.

Health and Safety
- Ensure a healthy and safe environment, following Licensing procedures for administering medications and maintaining health records.
- Attend to children’s physical needs for toileting, diapering, eating and sleeping as promptly as possible.
- Follow daily eating routines as determined by the Daycare Manager.
- Ensure current awareness of any allergies, illnesses, or special conditions.
- Report all accidents, injuries and illnesses to the Daycare Manager or delegate and record such incidents in the daily log book and inform Licensing as required.
- Become familiar with the Child Abuse Prevention Handbook for Service Providers, and report any suspicions or disclosures of child abuse to the Manager immediately
- Perform necessary housekeeping duties as required.
- Follow drop off and pick up procedures and release children only to authorized persons.
REQUIRED SKILLS AND EXPERIENCE
• Previous experience working with children in a child care or recreation-based setting
• Ability to understand and apply current child development and child care philosophy
• Ability to lead and deliver childcare programs with minimal supervision
• Ability to maintain a high degree of enthusiasm, imagination and personal motivation
• Understanding and ability to apply first aid and emergency response
• Excellent interpersonal skills and positive customer service skills
• Ability to maintain records
• Strong written and oral communication skills
• Ability to lift up to 25 kg

REQUIRED QUALIFICATIONS
• Diploma in Early Childhood Education-Assistant
• Standard First Aid and CPR C
• Clean criminal record check
• Current and valid ECE Assistant certification
• Ability to provide required documentation in accordance with Community Care Facilities licensing requirements

HOURS OF WORK
30 hours per week, Monday to Friday

WAGE AND BENEFITS
$22/hr
BGCA offers a competitive extended health benefits package after a successful three-month probation period

REPORTS TO
Daycare Manager

DEADLINE TO APPLY
Open until filled

TO APPLY
Burnside Gorge Community Association
Attn: Hannah Holmes (they/them)
Email: hannah@burnsidegorge.ca
Fax: 250-388-5269
Mailing address: 471 Cecelia Road, Victoria, BC V8T 4T4

*We thank all applicants for their time. Only shortlisted candidates will be contacted.*