Burnside Gorge Community Association
EARLY CHILDHOOD EDUCATOR

JOB SUMMARY
The Early Childhood Educator, working with the Daycare team, is responsible for planning, supervising and 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 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 room is clean and surfaces are clear at all times while 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 supervisor
• Ensure current awareness of any allergies, illnesses, or special conditions
• Report all accidents, injuries and illnesses to the Manager or delegate and record such incidents in the daily log book and 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

- 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
- Previous experience working with young children in a child care or early years setting
- Standard First Aid and CPR C
- Clean criminal record check
- Current and valid ECE certification
- Ability to provide required documentation in accordance with Community Care Facilities licensing requirements

HOURS OF WORK
35 hours per week, Monday to Friday between the program hours of 7:30am and 5:30pm (some early starts and some later shifts)

WAGE AND BENEFITS
$24/hour base rate with an additional $4/hour top up though the ECE Wage Enhancement (conditions apply)
BGCA offers extended health and dental benefits and an opportunity to opt into a matched RRSP after a successful three-month probation period. Vacation pay accrual starts at 4% (2 weeks) and increases with the length of employment.

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.