

# Burnside Gorge Community Association

## EARLY CHILDHOOD EDUCATOR/IT

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### **JOB SUMMARY**

The Early Childhood Educator/IT works as part of our childcare team to develop and implement quality childcare programs that support the physical, emotional and social well-being of children aged 0-5. They have the education, experience and temperament to create engaging learning environments, and to communicate effectively with families. Educators participate in all aspects of care provision and program delivery, are flexible, adaptable, reliable and truly enjoy the company of young children.

### **KEY DUTIES AND RESPONSIBILITIES**

- Plan daily activity schedules that provide opportunities for child directed activity, active and quiet play, group activities, meals, snacks and rests as needed
- Provide attentive supervision for children in indoor and outdoor spaces to ensure safety, healthy physical and social/emotional development.
- Participate in maintaining program areas to ensure cleanliness, safety and appropriateness for the children using those spaces.
- Participate in creating, evaluating, and implementing program plans
- Create a welcoming, inclusive and supportive classroom environment for children, colleagues and others

### **OTHER EXPECTATIONS**

- Actively cultivate a respectful, positive working relationship with colleagues, supervisory staff and others working within programs
- Communicate effectively and positively with parents or guardians
- Ensure the program meets all requirements of the BC Child Care Licensing Regulations, DOLSOP and any other relevant regulatory requirements
- Maintain confidentiality of all information related to the centre's children, their parents or guardians, and staff
- Complete annual professional development to maintain ECE/IT certification
- Maintain regular attendance and punctuality
- Attend regular staff meetings
- Ensure a healthy and safe environment at all times re: medications, physical environment
- Report all accidents, injuries and illnesses to the Manager or delegate and record such incidents in the daily log book and licensing as required
- Perform necessary housekeeping duties as required
- Carry out other responsibilities as assigned

### **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

- Ability to maintain records
- Strong written and oral communication skills
- Ability to lift up to 25 kg.

#### **REQUIRED QUALIFICATIONS**

- Valid ECE/IT certification
- Recent, verifiable experience working with children in licensed childcare settings
- Current Standard First Aid and CPR C certification
- Clean criminal record check
- Ability to provide required documentation in accordance with Community Care Facilities licensing requirements

#### **HOURS OF WORK**

Minimum 35 hours per week, Monday to Friday between 7:30am and 5:30pm

#### **WAGE AND BENEFITS**

Wage starting at \$25.50 + ECE Wage Enhancement (\$6/hr)

Extended health and dental benefits

RRSP matching

Generous paid sick leave

Professional development opportunities

Staff discount at Burnside Boutique

All other benefits as per Employment Standards Act

#### **REPORTS TO**

Program Manager

#### **DEADLINE TO APPLY**

Open until filled

#### **TO APPLY**

Burnside Gorge Community Association

Attn: Corinne Hilton

Email: [corinne@burnsidegorge.ca](mailto:corinne@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.*