

Burnside Gorge Community Association

EARLY CHILDHOOD EDUCATOR ASSISTANT

JOB SUMMARY

The Early Childhood Educator Assistant is required to participate in providing a caring, and supportive childcare program in accordance with BGCA philosophy and policies and Child Care Licensing Regulations.

WAGE & BENEFITS

- \$22.80/hour, 20 - 30 hrs a week
- Paid sick leave
- Extended health and dental plan (50/50 cost split)
- Matched RRSP (up to 3%)
- 15 days paid vacation entitlement increasing with length of employment
- 20% discount at Burnside Boutique and recreation programs
- Opportunities for Professional Development

KEY DUTIES AND RESPONSIBILITIES

Program Operations

- Follow all Child Care Licensing Regulations and BGCA policies
- Supervise children in the daycare and playground to support development and social skills.
- 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.
- Assist with maintaining a clean, tidy and safe environment for children and staff
- 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.

Health and Safety

- Attend to children's physical needs with respect and care.
- 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
- Follow drop off and pick up procedures and release children only to authorized persons.
- Other responsibilities as assigned

REQUIRED QUALIFICATIONS

- Current and valid BC ECE Assistant certification
- Standard First Aid and CPR C
- Clean criminal record check

- Ability to provide required documentation in accordance with Community Care Facilities licensing requirements

REQUIRED SKILLS AND EXPERIENCE

- Recent 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 English communication skills
- Ability to lift up to 25 kg

HOURS OF WORK

20-30 hours per week, Monday to Friday between the hours of 7:30 and 5:30.

REPORTS TO

Program Manager

DEADLINE TO APPLY

Open until filled

TO APPLY

Burnside Gorge Community Association

Attn: Corinne Hilton

Email: 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.