



Douglas College Early Childhood Education Society

P.O. Box 2503 New Westminster, B.C V3L 5B2

daycare@douglascollege.ca

Early Childhood Educator

Douglas College Early Childhood Education Society is seeking an enthusiastic, passionate and competent Early Childhood Educator to join the DCECEC Childcare Team in the Coquitlam 3-5 year old group care program. The position is a full time year-long Maternity Leave Contract position.

Qualifications:

- MUST have a Valid ECE License to practice through the BC Ministry of Family and Children Development
- 1 or more years experience in a Childcare Setting
- Current Criminal Record Review, clear of any charges
- Current Food Safe Certificate
- Immunization Status Report
- Medical Note
- Current First Aid Certificate
- Computer knowledge and skills (word and excel)

Competencies:

- Experience working with families from a variety of cultural backgrounds
- Strong understanding of child growth and development
- Ability to work collaboratively as part of a team
- Excellent Communication skills (Written and Oral)
- Excellent interpersonal and organizational skills
- Ability to effectively supervise volunteers and practicum students
- Knowledge and experienced with Responsive Curriculum
- Engaged in exploring and implementing the goals of the BC Early Learning Framework
- Ability to be actively and physically involved in the program (sit, stand, move quickly, repeat motions, lift and carry up to 30lbs)

Responsibilities:

Under the direction of the Program Supervisor the ECE will:

- Work directly in the 3-5 group care program
- Supervise children and be directly involved in leading/supporting small and large group activities
- Build meaningful relationships with all children, while maintaining an environment respectful of children's strengths and needs.
- Plan, implement and asses developmentally appropriate activities and experiences in a Responsive Curriculum environment
- Use appropriate language and guidance/caring techniques for children between the ages of 2 ½ - 5yrs old
- Maintain the cleanliness, health and safety practices of the center.

- Liaise and build strong relationships between Community Care licensing as well as Educational Facility Partners, Community Service Providers and other external agencies
- Work in partnership with families
- Take part in professional development opportunities and set personal professional goals that support the on- going success and growth of the team and as an Early Childhood Educator.
- Reports to and satisfactorily completes any other tasks or requests of the Program Supervisor

Employment Terms: full time, 37.5 hours/week
Position Start Date: January 23, 2018
Hours of Work: Monday to Friday, shifts varying between 7:00am – 6:00pm
Salary & Benefits: Competitive Salary / Contract position
Application close date: until suitable candidate is hired

Please submit a detailed cover letter that describes what is important to you in your work with children and why you should be considered for the position along with your resume, a copy of your BC License to Practice, current First Aid and Food Safe certificates.

Applications can be sent in the following manner:

Mail: Douglas College ECE Society
Attn: Susan Hall-Ford
General Manager
PO Box 2503 New Westminster, BC V3L 5B2

Email: daycare@douglascollege.ca
Subject: F/T Contract position

Note: Douglas College ECE Society works in *partnership* with Douglas College. This position is *NOT* a Douglas College Employee Position.