



**Early Childhood Educator Assistant
YMCA-YWCA of Vancouver Island
Victoria, BC**

Position: Permanent Full-Time

Wage: \$18.50/hour

Placement: Immediate

Nature and Scope:

Reporting to the Childcare Supervisor, the Early Childhood Educator Assistant (ECEA) will work directly within the early childhood program, providing high quality care and creative programming for children in a group setting. Working in collaboration with the childcare team, ECEAs are responsible for delivering the YMCA Playing to Learn curriculum to children. They will ensure that children are well supervised and provided with developmentally appropriate and fun programming options. A priority will be maintaining excellent communication with families and other stakeholders.

This permanent full-time position is entitled to a YMCA-YWCA individual membership; 15 days vacation; and a cost-shared benefits package (after completion of the probationary period) which includes:

- Medical (MSP coverage; eligible after one month)
- Health Care, Drug Plan, Dental, Vision, EAP
- Extended Health Care
- Life Insurance
- YMCA Canada Pension Plan (eligible after one year)

Responsibilities:

- To read, understand and follow all YMCA-YWCA policies and procedures related to the guidance and care of children
- To assist with the planning and implementing of a consistent child-centered program in accordance with YMCA-YWCA and CCFL standards, including YMCA Playing to Learn curriculum standards
- To interact directly with the children, facilitating a healthy learning environment
- To establish and maintain positive daily communication and interaction with families, providing quality customer service and building meaningful relationships within the community
- To ensure that all safety and supervision standards are implemented and maintained according to licensing and YMCA-YWCA and licensing requirements
- To maintain confidentiality of all information related to the centre, the children, their families, and staff
- To work effectively and as an active member of the staff team, assisting with other duties and responsibilities as required
- To attend YMCA Playing to Learn professional development sessions and other trainings as required
- To maintain a neat, orderly, and clean environment, including all activity areas and washrooms
- To release children only to those authorized by parent/guardian

Qualifications:

- Early Childhood Educator Assistant Certification required
- Additional courses/training related to child growth and development are assets
- Experience working with children in a child care/recreational setting
- Strong written, verbal and communication skills
- High level of organization and customer service skills
- Current Standard First Aid and CPR C Certification
- Clean Police/RCMP Criminal Reference Check with Vulnerable Sector Clearance required
- Clean Ministry of Justice Criminal Reference Check with Vulnerable Sector Clearance required

To Apply: Please send a cover letter and resume to:

Human Resources
YMCA-YWCA of Vancouver Island
Email: hr@vancouverislandy.com

Please Note:

- 1. *Application Deadline:* This posting will close when a suitable candidate has been found.**
- 2. *Please indicate in your cover letter how you heard about this position.***
- 3. *Short-listed candidates may be interviewed upon receipt of application.***
- 4. *We thank all applicants, but only short-listed candidates will be contacted.***

The YMCA-YWCA of Vancouver Island is an equal opportunity employer.