

Reporting directly to the Victoria West Community Association Childcare Manager, the Early Childhood Educator Assistant is responsible for planning, supervising and implementing a quality caring and supportive childcare program that meets all regulatory standards required by federal, provincial, and municipal governments, and operates within the Child Care Practitioner Occupational Standards and Code of Ethics as defined by the Canadian Child Care Federation.

**HOURS OF WORK:** Full-Time or Part-Time. The Program operates from 8:00am-5:00pm Monday-Friday.

Hours may fluctuate due to program requirements.

**RATE OF PAY:** \$18.00/hour plus 4% in lieu of vacation.

Benefits package available for employees working 25+ hours/week.

#### **REQUIRED SKILLS AND EXPERIENCE**

- 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 communication skills
- Ability to lift up to 25 kg.

#### **REQUIRED DOCUMENTATION**

- Standard First Aid and CPR
- Clean criminal record check
- Diploma in Early Childhood Education-Assistant
- Current BC License to Practice
- Documentation in accordance with Community Care Facilities Branch licensing requirements

#### **WORK SETTING**

- Victoria West Community Centre
- The childcare facility is licensed for up to 16 children.
- Indoor and outdoor activities
- Standing, bending, crouching, some lifting

Job Types: Full-time, Permanent

Salary: \$18.00 per hour

Part-time hours: 20-37.5 per week

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**Victoria West Community Association provided the following inclusive hiring information:**

We are an equal opportunity employer and considers all qualified applicants equally without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran status, or disability status.

Job Types: Full-time, Part-time, Permanent

Resumes and cover letters can be sent to [programs@victoriawest.ca](mailto:programs@victoriawest.ca)

Salary: \$18.00 per hour