

## Internal/External Job Posting

<b>POSITION:</b>	Daycare Substitute
<b>SALARY:</b>	\$21.62 per hour + 14% in lieu of benefits = \$24.64 per hour (JB05 Jan 2024 rate) \$25.84 per hour + 14% in lieu of benefits = \$29.45 per hour (JB07 Jan 2024 rate)
<b>CLASSIFICATION:</b>	JB05-JB07
<b>HOURS OF WORK:</b>	Monday – Friday between 7:30AM and 5:30PM. Subbing opportunities in other program areas may be available.
<b>STATUS:</b>	Auxiliary
<b>CLOSING DATE:</b>	May 16 <sup>th</sup> , 2024, at 12:00PM
<b>COMPETITION #:</b>	24-44

**SUMMARY:** West Shore Parks & Recreation (WSPR) is seeking an exceptional Daycare SUB for the children at West Shore. The Daycare Sub will provide coverage and support to Daycare Leaders. The ideal candidate must have the ability to multi-task, communicate with parents, staff, and children in a friendly and effective manner, and should possess independent judgment and demonstrate initiative in resolving problems.

### JOB DUTIES & ACCOUNTABILITIES

- Collaborate and assist with other members of the childcare team to plan, organize and deliver the licensed preschool program that promotes safe, healthy, positive interactions, and communications with diversity and learning opportunities.
- Create opportunities and engage in all program areas such as arts & crafts, dramatic play, music appreciation, science and nature, and sports.
- Provide a balance of active and passive activities in a safe indoor and outdoor environment.
- Incorporate physical literacy and basic fundamental movement skills into daily activities.
- Establish and maintain effective and positive working relationships with parents, children, and staff.
- Problem-solving minor issues, independently conferring with supervisor regarding progress concerns and recommendations.
- Ensure toys/equipment are maintained with respect to safety standards and sanitary standards.
- Set-up, organize and maintain appropriate equipment, materials, and supplies.
- Set-up and clean-up activity area and always ensure the safety and general well-being of the children.
- Follow all policies, procedures, and standards of Island Health and WSPR.
- Performs other related duties as required.

### QUALIFICATIONS

- Must have a valid Early Childhood Educator Assistant (ECEA) certificate or a Responsible Adult Course.
- As a licensed care program, candidates must be 19 years of age.

- Minimum of 180 hours of direct experience planning and implementing programs for preschool children in a licensed childcare or recreation setting.
- Ability to problem-solve, seek solutions, work independently, and as part of a team.
- Outgoing and energetic personality.
- Ability to provide a safe and healthy environment.
- Excellent customer service, interpersonal and public relations skills required.
- Skills, knowledge and experience with specific areas such as physical literacy, arts & crafts, and drama are required.
- Current First Aid and CPR C certificate required.
- CLASS 4\* unrestricted drivers' licence is an asset.

**A clear and current criminal record check is a condition of employment and is the financial responsibility of the successful candidate.**

#### **APPLICATIONS**

Resumes and cover letters quoting competition **24-44** to be received prior to **May 16<sup>th</sup>, 2024**, at 12:00PM, **Attention:** Human Resources, West Shore Parks & Recreation Society, 1767 Island Highway, Victoria BC V9B 1J1, email: [jobs@wspr.ca](mailto:jobs@wspr.ca)

**This is a union position. Only those candidates under consideration will be contacted.**

**Posted: May 2<sup>nd</sup>, 2024**