

Internal/External Job Posting

POSITION:	10 Month Preschool Early Childhood Educator Assistant
SALARY:	\$26.35 per hour + 14% in lieu of benefits (July 2024 rates)
CLASSIFICATION:	JB07
HOURS OF WORK:	Monday – Friday between 8:30AM and 12:15; September 2024 to June 2025 All hours are dependent upon registration. Subbing opportunities in other program areas may be available.
STATUS:	Auxiliary
CLOSING DATE:	July 29th, 2024, at 12:00PM
COMPETITION #:	24-64

SUMMARY: West Shore Parks & Recreation (WSPR) is seeking an exceptional Early Childhood Educator Assistant (ECEA) for children in the West Shore. 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

- Collaborates 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 at all times.
- 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 ensure the safety and general well-being of the children at all times.
- 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.
- 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.

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 **24-64** to be received prior to **July 29th, 2024**, at 12:00PM, **Attention:** Human Resources, West Shore Parks & Recreation Society, 1767 Island Highway, Victoria BC V9B 1J1, email: jobs@wspr.ca

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

Posted: July 15th, 2024