



November 12, 2009

**Early Childhood Educator – Substitute
Vic West Community YMCA-YWCA**

Placement: Flexible

Wage: \$19.71 per hour

Nature and Scope:

Reporting to the Child Care Coordinator, the Early Childhood Educator (ECE) Substitutes assist in the delivery of high-quality child care programs. The ECE will ensure that children are well-supervised and provided with developmentally appropriate and fun programming options, in keeping with the Playing to Learn philosophy. This role is classified as a Casual position. Benefits include a free YMCA-YWCA Fitness Membership and 4% vacation pay.

Major Responsibilities:

- To interact directly with the children, facilitating a healthy learning environment.
- To assist with the planning and implementing of a consistent child-centered program in accordance with YMCA-YWCA standards.
- To establish and maintain positive daily communication with parents.
- To maintain a neat, orderly, and clean environment, including all activity areas and washrooms.
- To ensure that all safety and supervision standards are implemented and maintained according to licensing and YMCA-YWCA requirements.
- To release children only to those authorized by parent/ guardian, to ask for identification in order to ensure that the authorized pick-up has been verified.
- 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.

Qualifications:

- Early Childhood Educator Certificate (and licensed to practice in BC)
- Experience working with children in a child care / recreational setting
- Infant/Toddler Educator Certificate, Special Needs Educator Certificate, or additional courses/training related to child growth and development are assets
- Current Standard First Aid and CPR certification, medical certificate of good health (Licensing format) and a clear criminal record check are required

Competencies:

- Commitment to the Organization's Mission and Values
- Orientation to Service
- Communication
- Concern for Health and Safety
- Creativity and Innovation
- Team Work
- Product Knowledge

Please submit cover letter and resume (with an outline of the days and times that you would be available to work) to:

Program Manager, Vic West Community YMCA-YWCA
521 Craigflower Road
Victoria, BC V9A 6Z5
Fax: (250) 388-6455
Email: ebroome@victoriay.com

The YMCA-YWCA of Greater Victoria is an equal opportunity employer.