

Early Childhood Educator/Assistant

(Full-time; Maternity Leave Coverage term position)

Are you an **enthusiastic, dedicated, motivated, and energetic Early Childhood Educator or Early Childhood Educator Assistant** looking to gain experience in a unique and exciting learning environment? Are you passionate about STEAM education, or curious to know more about how to integrate STEAM concepts into early childhood education? Do you want to work with a strong team in a fun, fast-paced environment, while enjoying flexibility and great work-life balance?

Reporting to the Manager – Integrated Learning, The Exploration Place’s Early Childhood Educator/Assistant will educate children in the Early Explorers Preschool program, North America’s only museum/science centre-based licensed preschool. Ensuring that the daily operations of the program run effectively and efficiently, the ECE will participate in the development and delivery of quality child-centered preschool programming with a curriculum enriched in the areas of science, technology, heritage, arts, and innovation, as well as social-emotional learning and kindergarten readiness.

Anticipated start date:	August 19, 2019
Position end date:	August 21, 2020
Terms of employment:	Full-time; Temporary
Salary:	Wage to be negotiated based on education and experience; The Exploration Place participates in the provincial government’s ECE Wage Enhancement program
Hours of work:	Monday to Friday; 40 hours/week; 8 hours/day; occasional weekends and evenings (as required for special events)
Application deadline:	Until a suitable candidate is selected
Number of positions:	1

Position and Benefits:

This is a maternity leave coverage position, with the potential to lead to permanent full-time employment for the right candidate. After a probationary period, benefits include full extended health and dental benefits, access to preschool and after-school program services for your children, and an Exploration Place family membership.

Responsibilities:

- Educate and care for up to 20 children between the ages of two-and-a-half and five years old, in four streams of preschool. This program is aimed at enriching early learners’ experiences in the areas of science, technology, heritage, and innovation
- Ensure the health and safety of children in the program
- Plan, organize, and lead developmentally-appropriate preschool curriculum with a special attention to, and focus on, STEAM-based content
- Incorporate children enrolled in the Early Explorers Preschool programs in the care and maintenance of the Explorers Urban Garden project
- Adhere to and promote Northern Health Community Care Licensing Regulations
- Respond to all parent inquiries in a professional manner
- Correspond with parents in a respectful and timely fashion: in person, on the telephone, through email, and monthly newsletter publications
- Maintain and keep accurate, up-to-date records of attendance, child files, and daily logs

- Maintain all program supplies and equipment
- Complete all prescribed housekeeping, cleaning, and sanitizing duties in the classroom and other Integrated Learning spaces, as required by our policies, as well as licensing regulations
- Respond to minor complaints and concerns from parents in a calm and respectful manner
- Establish and maintain positive working relationships with staff, volunteers, parents, and children
- Assist in our school-aged Integrated Learning programs, including the Fort George Explorers After-School Program, Spring Break Camps, and Summer Camps
- Assist other departments during special events as required

Requirements:

- The successful candidate must be a fully certified Early Childhood Educator or Early Childhood Educator Assistant, possessing a valid Early Childhood Educator (ECE) or Early Childhood Educator Assistant (ECEA) Certificate
- Have previous experience working with preschool-aged children
- Possess strong oral and written communication skills
- Be a self-motivated team player
- Must possess excellent time management and multi-tasking skills; accomplishing tasks with limited administrative time
- Ability to work closely with, and communicate respectfully with, ECE partner and the Integrated Learning team at large
- Be willing to submit to and pass a criminal record check
- Have at least 3 professional references
- Be familiar and comfortable with the Microsoft Office Suite of programs, accessing information via the Internet, and email
- Have, or be willing to obtain, a valid first aid certificate and CPR certification

Desirable Qualifications:

- Completion of at least one year of post-secondary education in science, heritage, technology, or education
- Food Safe certificate
- Have, or be willing to obtain, A Class 4 driver's license

Due to licensing requirements, all applicants must be at least nineteen years of age.

Please email, fax, or drop off a resume, cover letter, and three references to:

Robyn Reimer, Manager – Integrated Learning

The Exploration Place

P.O. Box 1779

Prince George, BC V2L 4V7

333 Becott Place

Fax: 250.562.6395

Email: robyn@theexplorationplace.com