

Employment Opportunity

Early Childhood Educator/Assistant (Full-time; Maternity Leave Coverage)

The Exploration Place is seeking an **enthusiastic, dedicated, motivated, and energetic Early Childhood Educator or Early Childhood Educator Assistant**. Reporting to the Childcare Coordinator and Deputy Director, The Early Childhood Educator will educate children in the Early Explorers Preschool program, ensuring that the daily operations of the program run effectively and efficiently. This includes: the development and delivery of quality child-centered preschool programming enriched in the areas of science and heritage; timely and accurate completion of administrative tasks; and respectful communication and coordination with participants and team members.

Anticipated start date:	April 30, 2018
Position end date:	April 29, 2019
Terms of employment:	Full-time; Temporary
Annual salary:	\$31,200-\$33,280 (commensurate with education and experience)
Hours of work:	Monday to Friday; approximately 8 hours/day; occasional weekends and evenings (as required for special events)
Application deadline:	Until a suitable candidate is selected
Number of positions:	1

Hours & Benefits:

This is a leave coverage position– 40 hours/week, Monday to Friday, 8 hrs/day (some evening and weekends as required) with a 30-minute unpaid lunch break. After a 3-month probationary period, benefits include access to preschool and after-school care services for your children as a taxable benefit, and an Exploration Place family membership.

Functions:

- Educate and care for up to 20 children between the ages of 2.5-5 years, in 4 streams of preschool. This program is aimed at enriching early learners' experiences in the areas of science and heritage
- Ensure the health and safety of children in care
- Plan, organize and lead developmentally-appropriate preschool curriculum with a special attention to, and focus on, science and heritage-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 policies and procedures
- Respond to all childcare 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 childcare spaces, as required by our childcare 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 the school-aged programs, including the Fort George Explorers After-School Care Program, Spring Break Camps, and Summer Camps

- Assist other departments during special events as required

Job 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 childcare 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 and cover letter to:

Robyn Reimer, Childcare Coordinator
The Exploration Place
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333 Becott Place
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Fax: 250.562.6395
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