

# JOB OPENING

The Comox Military Family Resource Centre – Kinnikinnik Childcare Centre is currently looking for candidates to fill the Position of:

## Early Childhood Educator

### JOB DESCRIPTION

To provide play-based, high quality childcare programs to military and community families for children aged 0-12.

#### Requirements

- We are looking for energetic staff, who enjoy working with a team of Educators to provide a play-based program for young children.
- “Responsible Adult” / “Good Beginnings” course or a minimum of 20 hours of training in child development, guidance, health and safety or nutrition and willingness to work towards their Early Childhood Education (ECE) certification.
- Preference will be given to candidates with ECE Certification or ECE Assistant Certification for BC.
- In addition we require the “Emergency First Aid for Community Service Workers Certificate”.
- Successful candidates must submit to a criminal record check.

#### Start Date & Hours

As soon as possible. 40 hours/week

### COMPENSATION & BENEFITS

**\$15.00** - Responsible Adult  
**\$16.20 - \$17.02** - ECE A, EA, Teacher  
**\$17.37 - \$18.56** – ECE

#### Depending on qualifications and experience

##### Compensation package includes:

- \$0.75/hour per certificate (IT /Special Needs)
- Wage enhancement as per government funding & guidelines
- Guaranteed hours
- 6% vacation pay
- Paid sick Leave
- 12 Statutory holidays
- Employee access to fitness facility
- Professional Development funds
- Extended Health/Dental\*, Life Insurance\*, Short-term disability\*, Employee Assistance Program\* (\*conditions apply)

Apply by email to [apply@comoxmfr.ca](mailto:apply@comoxmfr.ca). Application open until filled.



## POSITION REQUIREMENTS

The Educator works under the direction of the Program Supervisor to implement an emergent and play based Early Learning program. They will provide quality childcare to military and community families from ages 0-12.

## RELATIONSHIPS

- Communicates daily with parents and guardians and relays information back to the team
- Follows the direction of the Supervisor when relaying information to the parents

## DUTIES

- Uses the Ministry of Education's Early Learning Framework (ELF) as a resource
- Plans and implements an emergent curriculum in collaboration with the childcare team
- Ensures that the play environment is safe and child appropriate
- Take part in all aspects of the program (Crafts, Circle Time, in and outdoor activities) and supervises children
- Assists in the setup of the play environment
- Is always aware of the number of children in attendance, ensuring that the children are signed in and out
- Food preparation (Snacks and lunches)
- Housekeeping, including kitchen duties and laundry
- Diapering and toilet training
- Facilitates the transitioning of toddlers to the program
- Participates in monthly fire and earthquake drills
- Documentation of incidents
- Uses communication book to share information with staff and parents
- Uses confidential book for information that is shared with staff only
- Record keeping (example: toileting, sleep time, food intake, etc.)
- Follows opening and/or closing routines if scheduled
- Reports maintenance issues to the Program Supervisor
- Other duties as requested by the Supervisor
- Is familiar with the Childcare Centre Policies and Procedures
- Takes part in professional development opportunities
- Recycling
- Ensures that the program and cubby areas look presentable



## EDUCATION AND EXPERIENCE

- Early Childhood Education (ECE) or ECE Assistant Certificate for BC (Min. “Responsible Adult”/”Good Beginnings” course or a minimum of 20 hours of training in child development, guidance, health and safety or nutrition and willingness to work towards their Early Childhood Education (ECE) certification
- Computer skills (MS Word and MS Excel)
- Some Administrative Experiences
- Emergency First Aid Certificate for Childcare or Community Service Workers
- Foodsafe
- Bilingual (French and English) would be an asset

## SKILLS AND ABILITIES

- Excellent organizational, interpersonal and customer service skills
- Excellent oral and written communication skills
- Ability to motivate people
- Demonstrates initiative, creativity and resourcefulness
- Strong work ethics and positive attitude
- Good computer skills
- Flexible and accommodating to changes in schedule and need of the centre.
- Ability to work cooperatively with other team members
- Willing and able to mentor staff and ECE students
- Demonstrate the ability to prioritize task and meet deadlines
- Good time management skills
- Willingness to work flexible hours
- Willingness to undertake continuing personal and professional development