



OAKLANDS COMMUNITY ASSOCIATION

#1 2827 BELMONT AVENUE VICTORIA, BC V8R 4B2

Tel: 370-9101 Fax: 370-9102 Web: www.oaklandscommunitycentre.com

Early Childhood Educator Assistant – 3 positions available

Little Acorn Care Centre's Goal:

Our goal is to help every child be happy, secure, and develop fully to his/her true potentials. To meet this goal we offer our families a safe, nurturing and stimulating environment dedicated to providing a warm and inviting atmosphere that allows children to develop at their own pace. Through play experiences and the guidance of staff, your child will be exposed to situations that will stimulate curiosity, initiative and independence. All of this combined is to ensure our preschoolers are prepared when they reach educational kindergarten.

Playschool and child care programs are based on children's interests and learning needs, and include the use of individual, small and large group activities, indoor and outdoor play, learning centres, outings and field trips. Activities will be varied frequently and designed to accommodate individual children's unique abilities.

Job Description:

Qualifications:

- A B.C. License to Practice as an Early Childhood Educator Assistant
- Must meet BC Child Care licensing requirements for valid and subsisting first aid certification
- Doctor's certificate confirming satisfactory physical, mental, and emotional health to work with children in a demanding environment
- Signed authorization to conduct a criminal record check (as required by BC Child Care Licensing Regulation)
- Excellent interpersonal and communication skills
- Ability to work collaboratively and cooperatively with the ECE and rest of team

Teaching & Support:

- Conduct and monitor activity programs designed for young children
- Lead children in activities by telling stories, teaching songs and preparing craft materials
- Prepare and serve snacks
- Arrange rooms and furniture for lunch and rest periods
- Assist with proper eating, dressing and toilet habits
- Help implement programs designed to meet children's social, physical, intellectual, creative, cultural, emotional and developmental needs in a play-based environment
- Provide opportunity for creative expression through the mediums of art, dramatic play and music
- Build children's social and interpersonal skills and self-esteem by following routines and positive guidance policies that allow children to feel secure, comfortable and safe.

Supervision:

- Help provide supervision and guidance of daily activities, field trips and special activities
- Attend staff meetings to discuss progress and problems of children
- Assist ECE and Child Care Manager in keeping up to date records
- Assist to establish and maintain good communication with children's families and community agencies involved in children's development (as directed by ECE).
- Maintain child care equipment
- Assist in housekeeping duties

There are 3 x full time positions to begin for September 2010 with set up and open house hours to begin in August, 2010. Deadline for applications is: July 29th, 2010.

Please send cover letter and resume to Marion Little, marion@oaklandscommunitycentre.com. For more information about Oaklands Community Association, Oaklands Community Centre, etc. please visit our website at www.oaklandscommunitycentre.com