



**JOB DESCRIPTION**

<b>Job Title</b>	Early Childhood Educator	<b>Posting Date</b>	October 25 2017
<b>Reports To</b>	Director, Purdy’s Wharf YMCA Child Care Centre	<b>Department</b>	Child Care
<b>Job Status</b>	<input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Contract <input type="checkbox"/> Volunteer	<b>Start Date</b>	Immediately

**JOB DESCRIPTION**

<b>Position Overview</b>
Reporting to the Director, this position is considered an integral component to helping build strong kids and strong families through ensuring excellence in delivery of YMCA Canada’s Playing to Learn curriculum. Through collaboration with Childcare Staff, ensure the delivery of meaningful, inclusive, educational programming in a safe, stimulating, nurturing environment for infant to pre-school age children.
<b>Principle Responsibilities:</b>
1. Provide direct program leadership and facilitation in keeping with Play to Learn Curriculum. Modelling service excellence in children’s programming through application of child development best practices and inclusion standards in accordance with the YMCA mission and values.
2. Responsible for direct program planning for class size of X that fosters positive self-esteem, confidence building, through facilitation of engaging, interactive children-centric activities (i.e. field trips, imaginative play, etc.). Complete classroom set-up, documentation, and administrative activities, including attendance, journal entries, and compliance with program and YMCA reporting requirements.
3. Responsible for ensuring safety and wellbeing of class participants, including compliance with Child Protection, ratio requirements, safe workplace/environment protocols, licensing, and Child Services guidelines. Ensure that classroom environment and program space is kept clean and clutter-free.
4. Foster positive, collaborative relationships with parents and caregivers in aim of supporting and enhancing child’s learning, development, and ensuring individual needs are met. Through collaboration with the Director, ensure a timely, meaningful resolution to parent concerns regarding program delivery, individual childcare concerns, and facility. Champion and model Y values and behavior standards in all internal and external interactions.
5. Maintain a high level of quality instruction by participating in ongoing professional development activities, workshops, and up to date industry trends. Identify opportunities to further maximize interactive, high impact learning and child development opportunities.
6. Other duties as assigned.
<b>Qualifications:</b>
<b>Skill/Knowledge Requirement:</b>
<ul style="list-style-type: none"> <li>• Early Childhood Education Diploma or equivalent</li> <li>• Standard First Aid and CPR-C</li> <li>• A current and clear Criminal Record/Vulnerable Sector Check and Child Abuse Registry Check is required prior to start date</li> <li>• Experience working in early learning and/or school-age environment</li> <li>• Ability to work a flexible schedule</li> </ul>

- Ability to work independently
- Strong working knowledge of child and youth early learning, development and inclusion
- Age specific certificates considered an asset (i.e. special needs, infant/toddler)
- Demonstrated cross-cultural communication skills in working with children, youth, and families
- Demonstrate excellent interpersonal skills, including tact, diplomacy, and ability to establish rapport
- Strong attention to detail, including maintaining a clean and clutter free environment
- Knowledge of basic to intermediate computer skills
- Ability to handle multiple competencies deadlines
- Strong child safety mindset, demonstrated commitment to quality, and confidentiality requirements

#### **Key Competencies:**

- Commitment to YMCA Vision & Values
- Focus on Community Impact
- Service Orientation
- Diversity & Inclusiveness
- Accountability
- Results Focused
- Risk Management
- Working with/through Others
- Communication
- Adaptability
- Self-Management
- Functional Expertise

#### **What the YMCA offers:**

- 40 hours per week, Monday to Friday.
- A work environment which encompasses our core YMCA values of caring, respect, responsibility, honesty, health and inclusion.
- YMCA Staff discounts for select YMCA programs (child care, day camp, residential camp, health and fitness programs)
- Comprehensive Group Benefits and Pension Program
- Strong Work Life Balance Programs (i.e. Paid Personal and Vacation Days)

**Note: Successful candidates will be required to provide a current and satisfactory Criminal Record Check/Vulnerable Sector Check, Child Abuse Registry Check, and proof of valid First Aid and CPR training. Employees will be required to attend YMCA Child Protection Training.**