

Internal/External Job Posting

POSITION:	Daycare Assistant (Early Childhood Educator Assistant - ECEA)
SALARY:	\$23.41 per hour, includes full benefits (Jan.1.2020 rates)
CLASSIFICATION:	JB07 – Program Instructor V
HOURS OF WORK:	Minimum 55 hours bi-weekly; additional hours will be available to cover vacation and sick leave
STATUS:	Regular part-time
CLOSING DATE:	Until filled
COMPETITION #:	21-50

SUMMARY: The ECEA Daycare Assistant will assist with planning, organizing, and implementing a curriculum for the development of children ages 3-5 years in the Juan de Fuca Childcare Centre at Westshore Parks & Recreation. A comprehensive benefit package, as per the following, is being offered:

Benefits summary for regular part time employees include the following:

Extended Health & Dental: optional benefits.

- **Extended Health Plan** - premiums are 80 % employer paid, and 20% employee paid.
- **Dental Plan** - premiums are 80% employer paid, and 20% employee paid.
- **Glasses** - \$400 for glasses or surgery every 2 years.

Group Life Insurance

- **Basic Group Life Insurance Accidental Death & Dismemberment:** premiums 80% employer paid, and 20% employee paid.
- **Optional Dependent Life Insurance:** optional benefit. Premiums 80% employer paid and 20% employee paid.
- **Optional Group Life Insurance and Optional Accidental Death & Dismemberment:** optional benefit. Premiums 100% employee paid.

Long Term Disability Insurance: premiums are 50% employer paid, 50% employee paid.

Participation in the Municipal Pension Plan

Annual Vacation: prorated based on hours worked, and starting at Year 1 - prorated based on 15 days per year.

Sick Leave: prorated based on hours worked (*effective following 3 months of service*) Year 1 - prorated based on 12 days per year.

Access to Employee & Family Assistance Program (EFAP): confidential counselling.

Union Dues - CUPE Local 1978 - 1.75% of gross pay; \$10 one-time initiation fee.

JOB DUTIES & ACCOUNTABILITIES

- Collaborates with other members of the childcare team to plan, organize and deliver the licensed daycare program that promotes safe, healthy, positive interactions, and communications with diversity and learning opportunities.
- Create opportunities and engage in all program areas such as arts & crafts, dramatic play, music appreciation, science and nature, and sports.
- Provide a balance of active and passive activities in a safe environment.
- Incorporate physical literacy and basic fundamental movement skills into daily activities.
- Establish and maintain effective and positive working relationships with parents, children and staff at all times.
- Problem-solving minor issues, independently conferring with supervisor regarding progress concerns and recommendations.
- Ensure toys/equipment is maintained with respect to safety standards and sanitary standards.
- Set up, organize and maintain appropriate equipment, materials and supplies.
- Set up and clean up activity area, and ensure the safety and general well-being of the children at all times.
- Follows all policies, procedures and standards of Island Health and WSPRS.
- Performs other related duties as required.

QUALIFICATIONS

- Must have valid Early Childhood Educator Assistant (ECEA) certificate.
- 6 months experience leading preschool children in a licensed childcare or recreation setting.
- As a licensed care program, candidates must be 19 years of age.
- Current first aid certificate.
- Demonstrate the ability to apply Island Health licensing standards to daily practices.
- Ability to problem-solve and work independently.
- Ability to work as an effective team member.
- Communication and organizational skills.
- Customer service and public relations experience.
- Ability to be creative and flexible to ensure a fun environment.
- Outgoing and energetic personality.
- Ability to provide a safe and healthy environment.

A clear and current criminal record check is a condition of employment, and is the financial responsibility of the successful candidate.

APPLICATIONS

Resumes and cover letters quoting competition **21-50** are received until vacancy is filled.

Attention: Human Resources, West Shore Parks & Recreation Society, 1767 Island Highway, Victoria BC V9B 1J1, Fax: (250) 478-8624; email: jobs@westshorerecreation.ca

This is a union position. Only those candidates under consideration will be contacted.

Posted: October 25th, 2021.