

Early Childhood Educator Assistant

Number of Positions:1+

Date Posted: Oct 19, 2017

Apply By: Nov 24, 2017

Schedule :Casual

Summary

The Port Alberni Friendship Center is looking for Early Childhood Educator Assistants to work on a Casual basis which may lead to Full Time basis. The Early Childhood Educator Assistant reports to the Childcare Manager and is responsible for providing care for infants and preschool to school age children in a culturally based program that encourages healthy development in children's mind, body, spirit and health. The Early Childhood Educator Assistant works under the guidance of Early Childhood Educators to provide support and direct care to children.

Specific Duties

- Assists ECE staff in supervising and monitoring children in indoor and outdoor activities and during rest periods.
- Assists in planning, preparing and carrying out developmentally appropriate programs and activities.
- Engage children in activities by telling stories, teaching songs and preparing crafts.
- Attends to children's physical needs, which may include diapering, toileting, eating and sleeping.
- Prepare snacks and arrange rooms or furniture for lunch and rest periods
- Maintains records, reports problems or concerns to ECE staff.
- Keeps program facilities and equipment safe and clean, assist in housekeeping and cooking duties, reporting any repairs and concerns to ECE staff.
- Performs other related duties as required.

Qualifications

REQUIREMENTS AND QUALIFICATIONS:

- Grade 12 plus completion of an early childhood education course in child guidance, child health safety or nutrition, or child development and an Early Childhood Educator Assistant Certificate
- One to three years' experience in a child care setting and/or an Aboriginal organization or community, working with children and families
- Good communication and interpersonal skills

MANDATORY:

- Must provide Criminal Record Check
- Infant/Child First Aid Certificate

How To Apply

Send Resumes, Cover Letter and three references attention to: Cyndi Stevens, Executive Director

Port Alberni Friendship Center
3555 4th Avenue Port Alberni, BC
V9Y 4H3

Email: M.Jeffries@pafriendshipcenter.com

Fax: 250 723-1877

“Please note only those selected for an interview will be contacted”