

BGC South East is currently seeking the following position:

REGISTERED EARLY CHILDHOOD EDUCATOR

Job Posting Details

Position - Registered Early Childhood Educator

Hours - 40 hours per week (must be available for shifts between 7:00am-6:00pm)

Rate - \$22.00-23.00/hr plus Wage Enhancement

Full Time Hourly Benefit Plan & Vacation Days

Location - Robert Meek Location (559 Bagot Street)

Job Overview

The RECE under the direction of the Manager, Robert Meek works closely with other staff and volunteers to plan and develop age-appropriate programs to enhance the cognitive, physical, social and emotional development of young children according to BGC South East program statement and philosophy and the Child Care Early Years Act, using Early Learning for Every Child Today (ELECT), and How Does Learning Happen?

Key Responsibilities:

- Develop and implement child-care activities that support and promote the physical, cognitive, emotional and social development of children
- Plan, lead and participate in programs based on How Does Learning Happen and CCEYA standards
- Responsible for the supervision, safety and wellbeing of children ages 18 months to 4 years of age, including those with special needs
- Guide and assist children in the development of proper eating, dressing and toilet habits
- Supervision of rest time for toddlers and preschool children
- Participate in team meetings and training opportunities as required
- Complete records as required (Incident, Accident forms, daily outdoor inspections, etc)
- Establish and maintain professional communication with parents/caregivers by participating in a variety of formal and informal communication strategies (daily conversations, information sheets, developmental portfolios, classroom newsletters, etc.)
- Assess the abilities, interests and needs of children and discuss progress or concerns with other staff members and manager
- Ensure child to staff ratios are maintained at times
- Follow and adhere to all BGC South East Policies and Procedures set forth by BGC South East, Ministry of Education, Ministry of Health and Public Health KFL&A

Job Requirements:

- Post-Secondary diploma or degree in Early Childhood Education
- Proof of registration with the College of Early Childhood Educators
- 2-3 years relevant work experience
- Ability to work with children who have a variety of needs/abilities
- Standard First Aid/ C.P.R. LEVEL C certification
- TDP (10 year booster) and MMR immunizations must be up to date
- Criminal Reference Check (including Vulnerable Sector Check)

Job Specifications:

- Be a positive role model for young children
- Plan and maintain an environment that protects the health, security and well-being of all children
- General knowledge of diversity issues (cultural, socio-economic etc).
- Demonstrate conflict resolution skills and various aspect of child development
- Ability to work both independently and with a team with minimal supervision
- Excellent organizational and time management skills
- Experience with Google Drive, Microsoft Office and other database platforms.
- Effective interpersonal and communication skills
- Commitment to the role
- Flexible and adaptable to change.

Application Process:

Please submit a resume and cover letter indicating position applying for to the attention of:

HR Recruiting

hr@bgcsoutheast.ca

Please note that BGC South East will accommodate candidates as required under applicable human rights legislation. If you require a disability-related accommodation during this process, please inform us of your requirements and we will do our best to accommodate.

We thank all those who apply, however only successful candidates will be contacted for an interview.