



Job Description Early Childhood Educator

Organization Overview

The [Society of Saint Vincent de Paul of Vancouver Island](#) (“the Society”) has been supporting people in need on Vancouver Island since 1916. Focused on impacting the lives of people affected by poverty, the Society offers emergency relief services while maintaining a focus and commitment to addressing the root causes that contribute to poverty in our communities. Through a variety of programs, the Society provides support through affordable housing, a food pantry, home visit program, community inclusion program for persons with developmental disabilities and thrift stores providing clothing and household items to those in need, to name a few.

Position Overview

The Society of Saint Vincent de Paul of Vancouver Island (SSVP) operates Mary’s Place Childcare Centre. This Centre was opened in 2017 and provides support to both the toddler program and the daycare 3-5 program. Mary’s Place is proud to be a \$10-a-day Childcare Centre.

Reporting to the Mary’s Place Program Manager, the Early Childhood Educator (ECE) will provide quality, caring and supportive childcare programs that integrate the philosophy and policies of Mary’s Place Childcare Centre. The Centre works with young children in a group setting delivering service in accordance with the goals and curriculum plans of the Centre.

Primary Responsibilities

- Oversees the constant supervision, safety, and well-being of the children.
- Recognizes and responds to the needs of each child by using developmentally appropriate teaching and child behaviour management techniques.
- Shares in the responsibility for planning, preparing, and implementing stimulating, age-appropriate activities that encourage children’s creativity and learning including promoting each child’s social, emotional, cognitive, and physical development.
- Participates consistently as a conscientious team member, caring for the children and in the overall operation of the program and Centre.
- Maintains regular and open communication with program team members and all other co-workers.

- Ensures positive communication with parents, discussing the programs daily events and the child's progress.
- Shares responsibility for maintaining the safety of the environment, equipment, and storage areas, both indoor and outdoor.
- Engages collaboratively with the other programs and early childhood educators of the Centre; coordinating the effective use of equipment, facilities, and personnel.
- Encourages and assists children to practice self-help skills.
- Ensures guidance of children's behavior, encouraging positive self-concept.
- Reports all incidents of child abuse to the manager in compliance with Centre procedures and government regulations.

General:

- Participates in ongoing professional development.
- Participates in the supervision, training and mentoring of students and supply teachers.
- Collaborates in the development of new ideas and methods for program enhancement, adjusting and adapting to changes.
- Maintains confidentiality of all information related to the Centre's children, their parents, caregivers, and staff.
- Participates in meetings and events after hours when required.
- Performs other duties as may be assigned from time to time by the manager or coordinator.

Education and Experience

- Diploma in Early Childhood Education required; Infant/Toddler preferred
- Current BC License to Practice, required
- A minimum of 1 year of recent, relevant experience working in an Early Childhood Centre with specialized knowledge in programs for infants and toddlers
- First Aid Certification – Standard CPR, required
- Experience working with children with cognitive and physical disabilities and the community supports an asset
- General office management skills an asset

Knowledge, Skills, and Abilities

- Understanding of The Community Care Facilities Branch licensing requirements
- Knowledge of the issues that affect children and their families
- Demonstrated adherence to the ECE BC Code of Ethics
- Ability to remain calm in difficult situations
- Excellent communication, presentation, and interpersonal skills with children, parents, caregivers, and community members
- Accountable, with an ability to work effectively in collaboration with others

Additional Requirements

- A criminal record check including a Ministry of Justice Vulnerable Sector Clearance Letter is required prior to hiring.

Working Conditions

- Full-time permanent position (40 hours per week).
- Standard Monday – Friday schedule with occasional requirements for evening and weekend work.