



Okanagan
Boys & Girls Clubs

Early Childhood Educator Assistant

Date Posted: June 12, 2018

Competition Number: 072-18/19

Location: West Kelowna, BC (Webber Road Community Centre)

Okanagan Boys and Girls Clubs invite applications from qualified individuals to work as an Early Childhood Educator Assistant and provide direct care to children under 5.

We can provide:

- Many opportunities for professional development
- Fun, positive work environment
- We offer a 10% discount offered to employee whose children are registered in our child care programs, including preschool, day care, and after school care programs. This discount will be offered to all Agency staff that work 20 hours a week or more, and have passed their probationary period.

Key Duties and Responsibilities:

- Assists in planning, preparing and carrying out developmentally appropriate program and activities.
- Monitor, guide and assist children in daily activities.
- Attends to children's physical needs, which may include diapering, toileting, eating and sleeping.
- Model developmentally appropriate activities and positive behaviour management techniques. Conducts activities with children on an individual and group basis to promote the development of physical, cognitive, emotional and social skills.
- Keep program facilities and equipment safe and clean, reporting any repairs and concerns to senior staff.
- Create positive relationships with families
- Maintains open communication with team.
- Establish positive relationships and open communication with parents/guardians.

Qualifications:

- A degree/diploma/certificate and/or relevant experience working with children
- Early Childhood Assistant Certification and License to practice..
- Excellent leadership, communication and interpersonal skills
- Current first aid certificate
- Successful completion of Agency screening process, including criminal record check

Hours: 25 hours per week: Monday to Friday

Rate of Pay: \$14.08 per hour and cost shared benefits

Please apply in writing with a cover letter and resume to:

Name: Lianna Michaylow – Director of Early Years Programs
E-mail: lmichaylow@obgc.ca

Closing Date: Open until filled

Okanagan Boys and Girls Clubs is an equity employer and encourages applications from persons with disabilities, members of visible minorities, Indigenous people, people of all sexual orientations and genders, and others who may contribute to a diverse and inclusive staff team. We appreciate and thank all applicants for their interest, however only short-listed candidates will be contacted.