

## ***Employment Opportunity***

<b>Position Title:</b>	Early Childhood Educators (3 – 5 year olds)
<b>Status:</b>	Permanent full-time
<b>Placement Date:</b>	December 2017
<b>Wage:</b>	\$16 - \$18 per hour
<b>Location:</b>	Prince George – Lac Des Bois

### **Situation**

The YMCA of Northern BC serves 20,000 people of all abilities, backgrounds, and stages of life in Prince George and Northern British Columbia. We are a growing, multi-service association that offers health, fitness, and recreation, licensed childcare, rehabilitation services, community support services, and summer camp.

The YMCA of Northern BC offers competitive wages and all employees are eligible for a complementary Adult Membership. Full-time employees are eligible for benefits including MSP, Dental, Pension, Extended Health and a discount on Child Care Services (excluding infant and toddler care). The YMCA offers the opportunity to join a strong and exuberant team in a workplace that embraces respect, honesty, caring, and responsibility.

### **Child Care**

The YMCA of Northern BC has been providing child care in Prince George since 1978, in Vanderhoof since 2014 and Fort St. James in 2017. With eight locations in Prince George, we are the largest provider of licensed child care in our community, caring for over 500 children from three months to twelve years of age with the opening of our new spaces. An additional 1000 children participate in our summer care programs, Pro D Day activities and school break programs.

Our child care staff are qualified caregivers who believe in the YMCA values of caring, honesty, respect and responsibility – they genuinely like children and understand and appreciate their differences. YMCA child-centered programming develops imagination, encourages learning and promotes life skills and positive values.

### **Purpose and Objective**

As an Early Childhood Educator/Assistant you will provide a stimulating, safe and nurturing environment for children ages three months to five years. You will create the atmosphere for the children to learn and grow through their play while implementing the YMCA Playing to Learn philosophy. You will report to the Child care Coordinator and fulfill a wide range of duties relating to the delivery of quality YMCA programs.

### **Major Responsibilities (but not limited to):**

- To read, understand and follow all YMCA, Child Care Facility Licensing (CCFL) and legal requirements, and YMCA Playing to Learn curriculum standards.

- To interact directly with the children, providing quality care.
- To assist with the planning and implementing of a consistent child-centered program, in accordance with YMCA standards.
- To establish and maintain positive daily communication with families.
- To maintain a neat, orderly, and clean environment, including all activity and program areas, common spaces, and washrooms.
- To ensure that all safety and supervision standards are implemented and maintained according to licensing and YMCA requirements.
- To attend YMCA Training, Staff meetings as scheduled.
- To work with staff team to deliver a high quality and age appropriate program based on the YMCA Playing to Learn curriculum which enhances children's development and learning and to attend all YMCA Playing to Learn professional development sessions.
- To maintain confidentiality of all information related to the centre, the children, their families, and staff.
- To maintain regular attendance, punctuality and to be professionally dressed and well groomed. Establish and maintain positive daily interaction with YMCA members, visitors, and colleagues – in an effort to build meaningful relationships.
- To release children only to those authorized by parent/guardian.

### **Qualifications**

- ECE License to Practice required
- Current Emergency Child Care First Aid & CPR-C Certification
- Additional courses/training related to child growth and development an asset.
- Experience working with children in a child care/recreational setting
- Three satisfactory professional references
- Physical ability to do the duties required.
- Medical clearance and immunization record

### **Knowledge, Skills and Abilities**

- Demonstrate a high level of organizational and customer service skills
- Proven excellent verbal communication skills
- Exceptional ability to self motivate and function with minimal direction and supervision
- Demonstrated ability to work effectively, both independently and as part of a team
- Ability to establish and maintain professional working relationships with user groups, community groups and program participants

### **Competencies**

**Service Strategy:** Ability to identify the needs and wants of members/participants as a priority and respond in an effective and timely manner to enhance every person's YMCA Experience.

**Initiative/Enthusiasm/Innovation:** Ability to manage and lead to achieve and exceed identified goals.

**Planning & Organizing:** Ability to establish a clearly defined and effective course of action for self and others to accomplish short and long term goals.

**Problem Solving:** Ability to identify an issue, gathers and processes relevant information, determines possible solutions, selects appropriate responses and implements and evaluates them.

**Negotiation/Communication/Interpersonal Skills:** Ability to speak, write, listen and secure information in a variety of settings. Ability to cooperate with others to achieve results. Ability to create and build relationships inside and outside the organization.

**Community Awareness and Understanding:** Demonstrates and promotes a personal understand of and appreciation for the vision, mission and values of the organization.

**Self Management:** Ability to appropriately manage one's own emotions and strong feelings; maintain a calm and tactful composure under a broad range of challenging circumstances; and think clearly and stay focused under pressure.

**Teamwork and Cooperation:** Ability to work cooperatively and productively with others within and across organizational units to achieve common goals: demonstrate respect, cooperation, collaboration and consensus-building.

**HOW TO APPLY:**

*These posting will remain open until filled.*

*Please submit the following documents:*

- Cover Letter
- Resume
- YMCA Employment Application

(located at [http://nbcy.org/Documents/nbcy\\_employment\\_application\\_aug2016.pdf](http://nbcy.org/Documents/nbcy_employment_application_aug2016.pdf))

*Applications will be accepted via mail, fax, or email to the attention of:*

**Nikki Littlechild; Lac Des Bois Child Care Coordinator**

YMCA of Northern BC

Box 1808

2020 Massey Drive

Prince George, BC

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Email: [nikki.littlechild@nbc.ymca.ca](mailto:nikki.littlechild@nbc.ymca.ca)

fax: (250) 562-2954

*The YMCA of Northern BC thanks everyone for their interest in this opportunity. Only those selected for an interview will be contacted.*