



## EXTERNAL JOB POSTING

**Job Title:** Early Childhood Educator  
**Program:** Wesley Early Years Programs  
**Posting Date:** November 23, 2018  
**Status:** Part-Time; Permanent; Union  
**Reports To:** Manager, Early Years

**Job Posting #:** 1045  
**Effective Date:** ASAP  
**Closing Date:** December 7, 2018 @4PM

**Purpose:** To provide care, programming and supervision for school age children accessing Wesley Before and After School Programs that meet Wesley's quality standards and follow the Ministry of Education pedagogy.

**Place of work:** Wesley Before and After School Program, location to be confirmed

**Hours of work:** Split shift, 7:00 - 9:00 a.m. and 2:30 - 6:00 p.m.

### DUTIES:

1. Develop, plan, promote, implement and evaluate day to day operations of the programs with the support of the Supervisor and Manager, Early Years and other staff.
2. Plan and implement programming based on the Ministry of Education's pedagogy "How Does Learning Happen?"
3. Create and maintain a safe learning environment that is responsive to the interests and needs of the children in the program.
4. Be familiar with and adhere to licensing requirements per the Ministry of Education, Child Care and Early Years Act (2014).
5. Oversee student placements, volunteers, ensuring appropriate staffing at all times and complete required evaluations.
6. Ensure program number of participants stay within target enrollment.
7. Ensure accurate time sheets and incident reports are submitted in a timely manner.
8. Provide quality, play-based learning for all children in the care of Wesley at all times.
9. Ensure program needs are being met and in compliance with program licensing requirements.
10. Ensure a high level of community participation and service delivery in the programs including promotion of the programs in the community. This will include maintaining a good rapport with neighbourhood schools.
11. Gathering statistics, stories and data on programs as required.
12. Welcome, support and interact with clients, remembering to be sensitive to all families including those culturally diverse, LGBTQ, young parents, etc.
13. Conduct weekly and monthly documentation, forms and safety checks in the program as

- requested.
14. Review and sign agency and program operational guidelines, policies and procedures and other legislation required as it relates to the delivery of service.
  15. Abide by the health and safety policies of Wesley.
  16. Participate and contribute in team meetings and staff development opportunities, understand new and current ECE trends as well as improving work performance.
  17. Other duties as assigned.

**Minimum Qualifications:**

1. Diploma or degree in Early Childhood Education and registration with the College of Early Childhood Educators, or equivalent.
2. Minimum 2 years of experience working with urban core children ages 2-12 years.
3. Experience working in a child care setting, with parents and with community partners.
4. Documentation to support ongoing professional development in the field of early learning and care.
5. Strong team experience and organizational and problem solving skills.
6. Thorough knowledge of applicable legislation i.e. Child Care and Early Years Act (2014).
7. Experience and sensitivity working with all families including those culturally diverse, GLBTQ, young parents, etc.
8. Current First aid/CPR, Safe Food Handling Certificate, N.V.C.I. training and ECERS, SACERS training.
9. Quest 1(High Five) training an asset.
10. Flexibility and readiness to adapt to change.
11. Driver's license and use of a vehicle required.
12. Bilingual (French/English) and fluency in other languages an asset
13. Knowledge and skills using Microsoft Office products, Outlook and other relevant computer programs and the internet.

***Interested applicants please send resumes including cover letter and salary expectations to: [hr@wesley.ca](mailto:hr@wesley.ca)***

Wesley Urban Ministries is an equal opportunity employer which embraces diversity. We encourage applications from all qualified applicants. Only candidates selected for an interview will be contacted. No phone calls please. More information about Wesley can be found on our website at [www.wesley.ca](http://www.wesley.ca). Job applicants requiring accommodation to participate in the hiring process should contact the Human Resources Department at [hr@wesley.ca](mailto:hr@wesley.ca).