

Job Title: Early Childhood Educator

ORGANIZATIONAL STRUCTURE

This Position reports directly to the Early Years Program Director. The incumbent will be responsible for child/youth engagement and supervision.

Position Details

Start/End Date: ASAP at 37.5hr/week.

Wage Range: \$22.63-\$33.82/hr

Position Location: Whitehorse, YT

Position Supervisor: This position reports directly to the BGC Yukon Early Years Program Director

Job Description

The Early Childhood Educator will provide quality caring and supportive child care programming to members of the BGCY Learning Tree Community that addresses their unique child care needs, meets all regulatory standards required by federal, territorial and municipal governments, and operates within the Child Care Practitioner Occupational Standards and Code of Ethics as defined by the Canadian Child Care Federation.

The Learning Tree Early Years program engages children between the ages of 1 to 5 with programming and activities designed to encourage the growth of developmental assets.

Early Childhood Educator is responsible for services and programming associated with the centre.

The Early Childhood Educator is expected to be able to:

- Ensure that **our** programs standards, guidelines and policies are followed, and that programs align **our** Mission, Vision, Values and strategic direction;
- Maintain confidentiality in all aspects of program development and delivery, as per policy and procedure;
- Attend scheduled staff meetings and training sessions;
- Keep informed and has a general awareness of all programs and services, including usage of communication tools such as email and slack /webpage, etc;
- Assist the relevant Manager/Director in light office duties and other related duties as requested.
- Help oversee the day-to-day operations at the program location;
- Engage early years youth in appropriate programming and activities as per a developed program plan;

- Work as part of a team to foster an atmosphere that promotes healthy lifestyle, self-esteem, teamwork through fun, safe, and challenging activities, while being a positive adult role model;
- Ensure site safety, cleanliness, and security, including the proper opening and lock up of all facilities, set-up and dismantling of all program areas, general maintenance duties, and ensuring proper care for all vehicles and equipment;
- Ensure client safety by adhering to all emergency policy and procedures and conducting regular staff, participant and site safety exercises.

QUALIFICATIONS

- Demonstrated teamwork, leadership and supervisory skills with the ability to problem solve and find resolutions to issues/conflict;
- Excellent oral, written, facilitation and interpersonal communication skills;
- Proven time management skills;
- Proficiency with MS Office applications;
- Diploma in Early Learning and Childcare
- Current Criminal Record Check (Vulnerable Sector);
- Valid CPR/First Aid Certificate;
- Valid Foodsafe Level 1 Certificate (an asset);
- ELCC Level 1-3 Certification;
- Meet all ELCC requirements- TB Testing, Immunization record, Dr's note;
- One year of experience

APPLICATION SUBMISSION DEADLINE:

Until filled

APPLICATION PROCESS:

CONTACT

Please send résumé with cover letter to:

Emily Lowe

Email: eypd@bgcyukon.com

95A Lewes Blvd.

Whitehorse, YT

Y1A 3J4

(867) 393-2824 ext. 206

Please note BGCY is an inclusive organization and we accept all candidates. We wish to thank all applicants for their interest and effort in applying for this position. Only candidates selected for interviews will be contacted.

Respectfully recognizing that we connect, experience, learn, play & grow on the shared territory of the Kwanlin Dün First Nation & Ta'an Kwäch'än Council as well as Champagne and Aishihik Traditional Territory.

