



DISTRICT OF TOFINO

JOB DESCRIPTION

TITLE	Child Care Worker
DEPARTMENT	Community Programs

JOB SUMMARY

Reporting to the Daycare Supervisor the Child Care Worker assists in the day-to-day operation of the ʔaatʔaʔaʔuk – Taking Care of Children Facility (the Centre). This position is filled on a part time or full-time basis dependent on the enrollment of the Centre.

CORE COMPETENCIES

- Effective communicator
- Ability to multi-task
- A valuable team player
- Well organized and adaptable

PRIMARY DUTIES AND RESPONSIBILITIES

- Responsible for communicating with parents and children.
- Responsible for opening or closing the Centre on occasion as requested by the Daycare Supervisor
- Plan, coordinate and supervise developmentally appropriate and safe activities for children.
- Assist in the set up and clean-up of daily activities.
- Responsible for handling emergency first aid situations
- Participate in staff meetings and professional development seminars.
- Other related duties as assigned from time to time.
- Conform with the Community Care and Assisted Living Act – Child Care Licensing Regulation

KNOWLEDGE, SKILLS AND ABILITIES

- Experience working with children in a daycare setting.
- Ability to communicate clearly, both written and verbally, in English
- Ability to work harmoniously and effectively with children, fellow employees, and the public.
- Thorough knowledge of the Community Care and Assisted Living Act – Child Care Licensing Regulation
- The ability to apply the Community Care and Assisted Living Act – Child Care Licensing Regulation

REQUIRED TRAINING, EDUCATION & EXPERIENCE

In accordance with the Community Care and Assisted Living Act – Child Care Licensing Regulation, [this employee] must:

- Be at least 19 years of age.
- Be able to provide care and mature guidance to children.
- Possess an Early Childhood Education Assistant (ECEA) certificate, having completed at least one course of a basic early childhood education training program in child development, guidance, health and safety, or nutrition, through an educational institution listed in Schedule D

of the Child Care Licensing Regulation
OR

- Possess and Early Childhood Educator certificate, through an educational institution listed in Schedule D of the Child Care Licensing Regulation.
- Possess current Child Safe First Aid certificate.
- Have relevant work experience.

WORKING CONDITIONS

Daycare environment

EMPLOYEE MUST PROVIDE UPON HIRING

- ECEA or ECE Certificate
- Current Child Safe first aid certificate
- Criminal record check or application
- Evidence that the person has complied with the Province's immunization and tuberculosis control programs
- Two written character references



JOB POSTING CHILD CARE WORKER

Department	Community Programs
Closing Date	Thursday, April 30, 2026
Hours of Work	Permanent, Full Time 40 hours per week between 8 AM – 5 PM Schedules will be confirmed in advance.
Regular Wage	\$27.57 for ECEA or \$29.10 for ECE *excludes ECE-WE top-up
Probationary Wage	\$24.81 for ECEA or \$26.19 for ECE *excludes ECE-WE top-up
Position	This is a unionized position subject to the terms and conditions of the collective agreement between CUPE Local 118 and the District of Tofino.

Reporting to the Daycare Supervisor, the Child Care Worker assists in the day-to-day operations of the ʔaatnaʔatuk – Taking Care of Children Centre (TCC). The TCC is a licensed childcare facility offering group care for children aged 30 months to school age.

A detailed job description can be found on the District of Tofino's website <http://www.tofino.ca>.

Duties And Responsibilities

Please see [job description](#) for full list of duties and responsibilities.

- Caring for children 30 months to school age.
- Opening and closing the Centre.
- Plan, coordinate and supervise developmentally appropriate and safe activities for children.

Employment Requirements

The District of Tofino will assist with requirements noted by (*).

- Responsible Adult, Early Childhood Educator Assistant (ECEA) or Early Childhood Educator Certificates (ECE)*
- Criminal Record Check *
- Immunization Records
- Two Character References
- Child First Aid Certificate *

Application

Canadian Citizens, Permanent Residents and International applicants are welcome to apply. Please review the relevant "Education and Employment Opportunity for Canadian Citizens and/or Permanent Residents Applicants" and "Employment Opportunity for International Applicants" section below before applying.

Qualified applicants are invited to submit a cover letter and resume indicating the position applied for, in confidence, by 4:00 PM, Thursday, April 30, 2026, to Keshia Evans, Human Resources Advisor via:

Email: employment@tofino.ca

Subject Line: Child Care Worker

The District of Tofino is an equal opportunity employer and thanks all applicants for applying but only those selected for an interview will be contacted.

**DISTRICT OF TOFINO
JOB POSTING**

CHILD CARE WORKER

Education And Employment Opportunity for Canadian Citizens and/or Permanent Residents Applicants

The District of Tofino is seeking individuals interested in pursuing a career in the early years childcare sector. Applicants who are interested in reskilling for a career in early childhood education and childcare are encouraged to apply.

What the District Can Offer:

- Education support towards achievement of an Early Childhood Educator Certificate. **Staff will need to apply for any available provincial Early Childhood Education bursaries first, when available. The District of Tofino will pay for any education costs not covered through bursaries or grants.*
- An opportunity for academic reskilling and employment that enables staff to apply their learning in real-world settings.
- A comprehensive benefits package including health, extended health, and dental, as well as paid sick leave and vacation days.
- Pension Plan.
- Annual opportunities for professional development training to maintain certifications.
- Wage increases upon successful completion of Early Childhood Educator Assistant, and Early Childhood Educator certificates.
- Early Childhood Educator Wage Enhancement (ECE-WE) hourly top-up pay for eligible, ECE certified staff. **The District of Tofino is a participant in the ECE-WE program. The wage top-up is available to eligible ECEs directly employed and working in an eligible licensed childcare facility. The ECE-WE program is subject to modification or discontinuation by the Province of British Columbia.*
- Temporary, staff housing within a shared accommodation setting may be available. **Accommodation is contingent upon employment with the District of Tofino and is limited to a room in a shared residence that is suitable for a single individual. Staff housing is intended to be temporary in nature until long-term options are found.*

This position may be right for you, if you:

- Enjoy working and interacting with children aged 30 months to school age.
- Are interested in re-skilling into a career in early years education and childcare.
- Are passionate about learning and developing new skills.
- Enjoy working both indoors and outdoors within a childcare environment.

DISTRICT OF TOFINO JOB POSTING

CHILD CARE WORKER

Employment Opportunity for International Applicant

The District of Tofino invites applicants from individuals with qualified, international certifications and experience in early childhood education.

Information about applying for a Five Year Early Childhood Educator certificate in British Columbia using your work experience from outside Canada can be found on the [ECE International Applicant web page](#).

Learn more about international credential recognition and eligibility on the [Office for International Credential Recognition website](#) and in the [Credential Recognition: Your Path to Professional Licensure guide](#).

What the District can offer:

- A full-time, permanent position as a Child Care Worker at the ŁatńaŁaŁuk – Taking Care of Children Centre in Tofino, BC.
- A comprehensive benefits package including health, extended health, and dental, as well as paid sick leave and vacation.
- Pension Plan.
- Annual opportunities for professional development training to maintain certifications.
- Early Childhood Educator Wage Enhancement (ECE-WE) hourly top-up pay for eligible, ECE certified staff. **The District of Tofino is a participant in the ECE-WE program. The wage top-up is available to eligible ECEs directly employed and working in an eligible licensed childcare facility. The ECE-WE program is subject to modification or discontinuation by the Province of British Columbia.*
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This position may be right for you, if you:

- Possess a Five-Year Early Childhood Educator certificate in British Columbia.
- Are eligible to apply under the BC Provincial Nominee Program.
- Enjoy working and interacting with children aged 30 month to school age.
- Are passionate about learning and developing new skills.
- Enjoy working both indoors and outdoors within a childcare environment.