

Internal/External Job Posting

POSITION:	Daycare Early Childhood Educator Assistant (ECEA)
SALARY:	\$27.28 per hour + an excellent benefits plan <i>In addition to the above wage, WSPRS participates in the Early Childhood Educator Wage Enhancement (ECE-WE); all staff who hold a valid Early Childhood Educator (ECE) certificate working in licensed childcare receive the additional \$6.00 per hour paid on all hours worked.</i>
CLASSIFICATION:	JB07 – Program Instructor V
HOURS OF WORK:	Monday – Friday 12:00PM to 5:00PM with opportunities for subbing or vacation coverage.
STATUS:	Regular Part-Time
CLOSING DATE:	September 29th, 2025, at 12:00PM
COMPETITION #:	25-68

SUMMARY: West Shore Parks & Recreation (WSPR) is seeking an exceptional Early Childhood Educator Assistant (ECEA) for the children at West Shore. The ECEA Daycare Assistant will assist with planning, organizing, and implementing a curriculum for the development of children ages 3-5 years in the Juan de Fuca Childcare Centre at West Shore Parks & Recreation. The ideal candidate must have the ability to multi-task, communicate with parents, staff, and children in a friendly and effective manner, and should possess independent judgment and demonstrate initiative in resolving problems.

JOB DUTIES & ACCOUNTABILITIES

- Collaborates with other members of the childcare team to plan, organize and deliver the licensed daycare program that promotes safe, healthy, positive interactions, and communications with diversity and learning opportunities.
- Create opportunities and engage in all program areas such as arts & crafts, dramatic play, music appreciation, science and nature, and sports.
- Provide a balance of active and passive activities in a safe environment.
- Incorporate physical literacy and basic fundamental movement skills into daily activities.
- Establish and maintain effective and positive working relationships with parents, children and staff at all times.
- Problem-solving minor issues, independently conferring with supervisor regarding progress concerns and recommendations.
- Ensure toys/equipment is maintained with respect to safety standards and sanitary standards.
- Set up, organize and maintain appropriate equipment, materials and supplies.
- Set up and clean up activity area to ensure the safety and general well-being of the children at all times.
- Follows all policies, procedures and standards of Island Health and WSPRS.
- Performs other related duties as required.

QUALIFICATIONS

- A valid Early Childhood Educator Assistant (ECEA) certificate is the minimum requirement; higher certifications such as an ECE certificate are considered an asset.
- 6 months experience leading preschool children in a licensed childcare or recreation setting.
- As a licensed care program, candidates must be 19 years of age.
- Current Emergency First Aid and CPR C/AED certificate is required.
- CLASS 4* unrestricted drivers' license is an asset.
- Demonstrated ability to apply Island Health licensing standards to daily practices.
- Ability to problem-solve and work independently.
- Ability to work as an effective team member.
- Strong communication and organizational skills.
- Customer service and public relations experience.
- Ability to be creative and flexible to ensure a fun environment.
- Outgoing and energetic personality.
- Ability to provide a safe and healthy environment.

A clear and current criminal record check (employer initiated) is a condition of employment and is the financial responsibility of the successful candidate.

APPLICATIONS

To apply for this position, please submit your cover letter and resume to the job posting on our website: <https://wspr.scouterecruit.net/jobs/WSPR2568-daycare-early-childhood-educator-assistant-ecea>

Resumes and cover letters quoting competition **25-68** to be received prior to **September 29th, 2025** at 12:00PM.

This is a union position. Only those candidates under consideration will be contacted.

Posted: September 12th, 2025

Benefits for regular part-time employees include the following:

Annual Vacation: prorated based on hours worked, starting at Year 1 - prorated based on 15 days per year.

Sick Leave: prorated based on hours worked, starting at Year 1 - prorated based on 12 days per year.

Extended Health & Dental: optional benefits. Premiums are 80% employer paid, 20% employee paid.

- **Glasses:** \$400 for glasses or surgery every 2 years.

Group Life Insurance

- **Basic Group Life Insurance and Accidental Death & Dismemberment:** compulsory benefits. Premiums are 80% employer paid, 20% employee paid.
- **Optional Dependent Life Insurance:** Premiums are 80% employer paid, 20% employee paid.
- **Optional Group Life Insurance and Optional Accidental Death & Dismemberment:** Premiums are 100% employee paid.

Long Term Disability Insurance: compulsory benefit. Premiums are 50% employer paid, 50% employee paid.

Participation in the Municipal Pension Plan: optional for regular part-time employees.

Employee & Family Assistance Program (EFAP): access to confidential counselling.