



HUMAN RESOURCES

1767 Island Highway, Victoria BC V9B 1J1 | PHONE 250-478-8384 | www.westshorerecreation.ca

Internal/External Job Posting

POSITION:	Daycare & 10 Month Preschool Substitutes
SALARY:	\$22.83 per hour + 14% in lieu of benefits = \$26.02 per hour (JB05) \$27.28 per hour + 14% in lieu of benefits = \$31.10 per hour (JB07) \$30.14 per hour + 14% in lieu of benefits = \$34.36 per hour (JB08) <i>In addition to the above wage, WSPRS participates in the Early Childhood Educator Wage Enhancement (ECE-WE) and all staff who hold a valid ECE working in licensed childcare receive the additional \$6.00 per hour paid on hours worked.</i>
CLASSIFICATION:	JB05 – Program Instructor III (Responsible Adult) JB07 – Program Instructor V (Early Childhood Educator Assistant) JB08 – Instructional Team Leader I (Early Childhood Educator)
HOURS OF WORK:	Monday to Friday between 7:30AM and 5:30PM. Hours vary; 2 – 8 hours per day. Opportunities for subbing in other program areas may be available.
STATUS:	Auxiliary
CLOSING DATE:	December 31st, 2025, at 12:00PM
COMPETITION #:	25-91

SUMMARY: West Shore Parks & Recreation is seeking an exceptional Daycare & 10-month preschool SUBS for the children at West Shore. The Sub will provide coverage and support to staff for preplanned dates as well as last minute call outs based on the certification they hold and requirement of the program. 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.

In addition to great wages, we offer an additional 14% in pay, per hour, in lieu of benefits; access to counselling; a staff facility pass which provides drop-in access to the weightroom, fitness classes, skating, pool, as well as the ability to play on our 9-hole golf course.

JOB DUTIES & ACCOUNTABILITIES

- Collaborate and assist with other members of the childcare team to plan, organize and deliver the licensed preschool 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 indoor and outdoor 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.
- Problem-solving minor issues, independently conferring with supervisor regarding progress concerns and recommendations.

- Ensure toys/equipment are 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 and always ensure the safety and general well-being of the children.
- Follow all policies, procedures, and standards of Island Health and WSPR.
- Performs other related duties as required.

QUALIFICATIONS

- Must have a valid Early Childhood Educator (ECE), Early Childhood Educator Assistant (ECEA) certificate or a Responsible Adult Course.
- As a licensed care program, candidates must be 19 years of age.
- Minimum of 180 hours of direct experience planning and implementing programs for preschool children in a licensed childcare or recreation setting.
- Ability to problem-solve, seek solutions, work independently, and as part of a team.
- Outgoing and energetic personality.
- Ability to provide a safe and healthy environment.
- Excellent customer service, interpersonal and public relations skills required.
- Skills, knowledge and experience with specific areas such as physical literacy, arts & crafts, and drama are required.
- Current Emergency First Aid with CPR C/AED certificate required.
- CLASS 4* unrestricted drivers' license is an asset.

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

APPLICATIONS

Resumes and cover letters quoting competition **25-91** to be received prior to **December 31st, 2025**, at 12:00PM.

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

Posted: December 12th, 2025