



Early Childhood Education Program – Responsible Adult Positions (Substitute / On-Call)

Locations: Downtown or Westhills YMCA-YWCA

Vacancies: 2

Position: Casual

Placement: Immediate

Wage: \$19.73/hour

Nature and Scope:

Reporting to the Child Care Supervisor, the Responsible Adult Substitute Staff will work directly within the early childhood programs, providing high quality care and fun, creative programming for children in a group setting. Working in collaboration with the child care team, Substitutes are responsible for supporting children from 10 months to 5 years of age. They will ensure that children are well-supervised and provided with developmentally appropriate and fun programming options, in keeping with play-based curriculum/philosophy. This role is classified as a Casual position, and the staff in these positions are entitled to complimentary individual YMCA-YWCA membership.

Responsibilities:

- To read, understand and follow all YMCA-YWCA policies and procedures related to the guidance and care of children
- Assist with the planning and implementing of a consistent child-centered program in accordance with YMCA-YWCA and CCFL standards, including play-based curriculum standards
- Interact directly with the children, facilitating a fun and healthy learning environment
- Establish and maintain positive daily communication and interaction with families, providing quality customer service and building meaningful relationships within the community
- Ensure that all safety and supervision standards are implemented and maintained according to licensing and YMCA-YWCA requirements
- Maintain confidentiality of all information related to the centre, the children, their families, and staff
- Attend professional development sessions and other trainings as required
- Maintain a neat, orderly, and clean environment, including all activity areas and washrooms
- Release children only to those authorized by parent/guardian
- Work effectively and as an active member of the staff team, assisting with other duties and responsibilities as required

Qualifications:

- Certified as a Responsible Adult / able to provide documentation of required training
- Experience working with children in a child care/recreational setting
- Strong written, verbal and communication skills

- High level of organization and customer service skills
- Current First Aid and CPR certification required
- A clear Ministry of Justice Criminal Record Check with Vulnerable Sector Screening required
- A clear Police/RCMP Criminal Record Check with Vulnerable Sector Screening required*
*Note: Cost reimbursed after successful completion of the probationary period.
- Must provide proof of full COVID-19 vaccination (2 doses).

To Apply: Please send a cover letter and resume to:

Human Resources
YMCA-YWCA of Vancouver Island
Email: hr@vancouverislandy.ca

Please Note:

1. ***Application Deadline:*** *This posting will close when a suitable candidate has been found; short-listing will take place as applications are received.*
2. ***Please indicate in your cover letter how you heard about this position.***
3. *We thank all applicants, but only short-listed candidates will be contacted.*

The YMCA-YWCA of Vancouver Island is an equal opportunity employer.