

Mayne Island Daycare
JOB POSTING – Assistant

Are you looking to be a part of an exciting new childcare initiative in a welcoming coastal community?

The adventure: The Mayne Island Early Childhood Society is developing a brand-new resource to serve the needs of local families. In partnership with School District 64, a three-day a week licensed daycare will open in the Fall 2018. This will be the first and only resource of its kind in our community, and we need experienced, fresh-thinking and creative minds to be part of it!

The opportunity: We are seeking a daycare assistant to support the Mayne Island Daycare manager and early childhood educator in the planning and implementing of a full range of age and developmentally appropriate activities that are inclusive and stimulating for all children.

The setting: Mayne Island is a small island off the Southwest coast of British Columbia with a population of approximately 1000 full time residents. Full of natural beauty and easily accessible to Victoria and Vancouver by BC ferries, Mayne Island is a vibrant community boasting festivals, world class artists, local farming and a multitude of community gatherings. The island is a true paradise.

Title: Daycare Assistant

Type of Child Care: Multi-Age Licensed Care

Reports to: Mayne Island Daycare Manager

Location: 535 Fernhill Road, Mayne Island, BC, V0N 2J2, within the Mayne Island School

Qualifications:

- Early Childhood Educator Assistant Certificate, and/or have completed a course, or a combination of courses, of at least 20 hours duration in child development, guidance, health and safety, or nutrition
- Excellent verbal and written communication skills and organizational skills
- Documented experience nurturing, caring for and guiding children
- Sensitivity and respect for individual and cultural differences
- Adequate energy level and ability to meet the physical demands of the job
- Superior interpersonal skills; high degree of initiative and dedication; commitment to high quality programming for children and a supportive work environment for staff
- Friendly and approachable personality, team player, reliable and dependable
- Excellent problem-solving skills and conflict resolution abilities
- Ability to take initiative as well as to be flexible and make on the spot decisions depending on the needs of the program
- Experience working with children
- Valid First Aid and CPR certification
- Satisfactory Criminal Record Check will be required upon hiring

Key Responsibilities:

- Assist in planning and implementing a full range of age and developmentally appropriate activities that are inclusive and stimulating for all children (includes fine and gross motor activities, free and imaginative play, and family circle time)
- Create and maintain a welcoming, emotionally safe, respectful and inclusive environment
- Assist in carrying out routines/curriculum of the program
- Ensure safety and overall well-being of all children in care
- Establish positive relationships with families and their children
- Assist with cleaning and tidying duties and maintaining appropriate health and safety standards in the playroom
- Work with staff team to maintain appropriate supplies and resources for the playroom
- Model positive adult-child interactions that promote intellectual, social and emotional healthy development
- Participate in the development and implementation of special events and programs as required
- May be required to participate and support Board driven fundraising initiatives
- Participate in staff and team meetings and staff training sessions as required
- Fulfill other duties as required

Employment Terms: Part-Time, with potential to increase

Position Start Date: September 2018

Hours of Work: Approximately 12 hours per week, 3 days per week. Hours subject to change.

Wage: \$15/hour to start

Application Closing Date: April 30, 2018

Email resume and cover letter to maynedaycare@gmail.com by April 30 2018.