



Oaklands Community Association

Oaklands Community Association is a registered charity | BN 882929946RR0001

Oaklands Community Centre
2827 Belmont Ave #1, Victoria BC V8R 4B2

Oaklands Neighbourhood House
2629 Victor Street, Victoria BC V8R 4E3

www.oaklands.life

Early Childhood Educator /Assistant – Substitute Staff

Position Start Date: **ASAP**

Posting closes: Ongoing until filled

Positions Available: up to Four (4)

The Oaklands Community Associations' (OCA) childcare programs provides full-day care to preschool-aged children. This position is responsible for covering regular staff who provide direct supervision and program implementation of age appropriate and child-centred activities. They will work collaboratively with other ECE's and ECE-A's and the Childcare Program Manager at one of Oaklands Childcare programs, Little Acorns Daycare or Hamilton Park Childcare program located in the Oaklands Community.

Hours of Work:

This is an on-call position working between 8-40hours/week depending on need. Program runs Monday to Friday with the exception of statutory holidays and program closures.

Starting Rate of Pay:

ECE - \$22.00 hour + \$4 Government Funded
Wage Enhancement Incentive

ECEA - \$20.00 hour

Primary Responsibilities

- Support childcare program by:
 - implementing activities planned that are designed to meet children's social, physical, intellectual, creative, cultural, emotional and developmental needs in a child care environment. This includes opportunities for creative expression through the mediums of art, dramatic play and music
 - supporting children's social, interpersonal skills and self-esteem by establishing routines and using positive guidance to allow children to feel secure, comfortable, and safe.
 - Providing supervision and guidance of daily activities, field trips and special events
 - Establishing good communication with children's families
 - Assisting in housekeeping duties

Qualifications:

- A valid B.C. License to Practice as an Early Childhood Educator
- Minimum 1 year experience working in a childcare program
- Strong understanding of BC Child Care Licensing Regulations
- Current First Aid/CPR & clean Criminal Records Check
- Ability to work collaboratively and cooperatively with team
- Excellent interpersonal and communication skills
- Professionalism when working with staff, families and children at all times

The OCA is committed to creating a safe, inclusive workplace environment, and invites indigenous folks, people of colour, LGBTQ+, and persons with disabilities to apply. We foster a welcoming community-focused working culture, that provides our employees with opportunities to learn and grow. Necessary accommodations are provided for applicants to be successful in the role.

Other Desires Qualities:

- Compassionate, kind, supportive and encouraging towards children, families, and co-workers
- Dedicated to providing quality care to children
- Flexible and adaptable to changes
- Motivated to create a positive childcare environment
- Takes initiative – able to see what needs to be done and does it

Additional Incentives:

- 50% discount Oaklands Community Association programs, including childcare programs
- Enrollment in ECE Wage Enhancement program
- Free Parking
- Paid Professional development opportunities
- Annual performance review and cost of living increase in rate of pay
- After 3 months successful employment:
 - Paid sick days and personal time off

Apply with cover letter and resume to:
Cindy Allen
Co-Executive Director/H.R.
Email: ed@oaklandsca.com