



HUMAN RESOURCES

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

Internal/External Job Posting

POSITION:	Preschool Instructor – Early Childhood Educator Assistant (ECEA)
SALARY:	\$27.28 per hour + 14% in lieu of benefits = \$31.09 per hour!
CLASSIFICATION:	JB07, Program Instructor V
HOURS OF WORK:	Monday to Thursday 8:30AM to 11:15AM. Hours are based on organizational needs and program registration. Opportunities for additional hours or subbing may become available as registration grows.
STATUS:	Auxiliary
CLOSING DATE:	December 29 th , 2025, at 12:00PM
COMPETITION #:	25-90

SUMMARY: West Shore Parks & Recreation is seeking a fun, creative and kind Preschool Instructor to create amazing learning opportunities for the preschool children of the Westshore. The Preschool Instructor will be responsible for planning, organizing and implementing a curriculum for the development of children ages 2-4 years.

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

- Develop and coordinate the program to promote social experiences.
- Deliver safe, healthy, positive interactions, communications, diversity and learning opportunities.
- Promote and enhance creative ideas in all program areas such as physical literacy, arts & crafts, dramatic play, music appreciation, science, nature, and sports.
- Provide a balance of active and passive activities in a safe environment.
- Establish and maintain effective and positive working relationships with parents, children and staff.
- Problem-solving minor issues independently and conferring with supervisor regarding progress, concerns and recommendations.
- Ensure toys/equipment are maintained with respect to safety and sanitary standards.
- Set-up, organize and maintain appropriate equipment, material and supplies.
- Set-up and clean-up activity area and ensure the safety and general well-being of the children at all times.
- Follow all policies, procedures and standards of WSPRS.
- Performs other related duties as required.

QUALIFICATIONS

- Must have a valid Early Childhood Educator Assistant (ECEA) certificate.
- Minimum of 180 hours of direct experience planning and implementing programs for preschool in a public recreation setting.
- Current Emergency First Aid with CPR C/AED is required.

- Ability to work independently and as part of a team.
- Ability to problem-solve and seek solutions.
- Ability to be creative and flexible to ensure a fun environment.
- Excellent customer service, interpersonal and public relations skills required.
- Excellent organizational skills.

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 **25-90** to be received prior to **December 29th, 2025**, at 12:00PM.

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

Posted: December 9th, 2025