

The Scott Mission

Position: **Early Childhood Assistant**
Status: 1 Year contact, Part Time (Min 4.5hr/week)
Work Location: 1550 O'Connor Dr

Department: Childcare
Starting Date: ASAP

POSITION SUMMARY:

The ECA will be based in 1550 O'Connor Drive and report directly to the Manager of Childcare. The incumbent will assist in providing care for the physical, emotional and spiritual needs of children.

Duties & Responsibilities:

- Provide a warm, nurturing and caring environment for children to support their overall growth
- Provide support to the ECEs in fulfilling TSM's mission, vision and values
- Assist with the development and implementation of daily programming for the assigned age group
- Monitor classrooms, playgrounds, parks area; identify potential behavioural problems
- Observe and identify designated needs for program development and program planning
- Cater to children's physical needs including snacks, meals, bathroom routines
- Develop positive and secure relationships with children and collaborative relationships with parents; provide support as needed
- Maintain and produce daily logs, program reports, attendance records, bulletin boards/birthday board, incident/accident reports, observation reports
- Maintain a safe, clean and organized work-space environment; cleaning and sanitizing as required

Required Experience and Education:

- Early Childhood Assistant Certificate, minimal 2 years of experience
 - Demonstrated experience engaging families, communities and marginalized groups
 - Knowledge of Emergent Curriculum, early learning, and How Does Learning Happen framework
 - Food Handling Certificate; current training in First Aid and CPR Level C
 - Strong communication and interpersonal skills
 - Able to work independently with minimal supervision
 - Flexible, dependable, and a great team member with a collaborative attitude
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A combination of education and experience that demonstrates the ability to perform the responsibilities of this position may be considered in lieu of stated education and experience requirements.

Interested applicants are invited to send a resume with cover letter to: careers@scottmission.com

The Scott Mission welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

Employment is conditional to results of Police Reference Check and satisfactory reference.