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## Early Childhood Educator Assistant

**Posted by:** Creative Advantage Childcare Inc.

**Posting date:** 18-Sep-2024      **Closing date:** 17-Mar-2025

**Education:** Secondary (high) school graduation certificate

**Language:** English

**Job location:** Kelowna

**Salary:** \$20 Per Hour

**Years of Experience:** Fresher (less than 1 year)

**Vacancy:** 1

**Job Type:** Full Time

**Job id:** CAJ4794534

## Job description:

### Job Description:

Location: 3070 Benvoulin Road, Kelowna, BC V1W 2E3

Salary: \$20 hourly

Vacancies: 1

Terms of employment: Permanent employment, Full-time, 35 to 40 hours/week

Start date: As soon as possible

Employment conditions: Day, Early Morning, Morning

### Job Requirements:

Languages: English

Education: Secondary (high) school graduation certificate

Experience: 7 months to less than 1 year

### **Responsibilities**

#### **Tasks**

- Assist co-workers in housekeeping and cooking duties
- Bathe, diaper and feed infants and toddlers
- Maintain daycare equipment
- Storytelling
- Synthesize the overall situation of the children and communicate the information to the parents
- Lead activities by telling or reading stories, teaching songs and taking children to local points of interest
- Assist early childhood educators or supervisors in keeping records
- Encourage children to express creativity through the media of art, dramatic play, music and physical activity
- Engage children in activities by telling stories, teaching songs and preparing crafts
- Guide and assist children in the development of proper eating, dressing and toilet habits
- Prepare snacks and arrange rooms or furniture for lunch and rest periods
- Observe children for signs of potential learning or behavioural problems and prepare reports for parents, guardians or supervisor
- Submit written observations on children to early childhood educators or supervisors
- Discuss progress and problems of children at staff meetings
- Attend staff meetings to discuss progress and problems of children

### **Additional information**

#### **Work conditions and physical capabilities**

- Repetitive tasks
- Physically demanding
- Attention to detail
- Combination of sitting, standing, walking
- Bending, crouching, kneeling

#### **Personal suitability**

- Punctuality
- Dependability
- Efficient interpersonal skills
- Excellent oral communication
- Excellent written communication
- Flexibility
- Interpersonal awareness

- Reliability
- Team player
- Values and ethics
- Creativity
- Honesty
- Ability to multitask

### **Employment groups**

This employer promotes equal employment opportunities for all job applicants, including those self-identifying as a member of these groups:

- Ø Support for persons with disabilities
- Ø Support for newcomers and refugees
- Ø Support for youths
- Ø Support for mature workers
- Ø Supports for visible minorities

### **How to apply**

**By email:** [kelownachildcare@yahoo.ca](mailto:kelownachildcare@yahoo.ca)