



## Early childhood educator (NOC 42202)

**Posted by:** CEFA Early Learning Richmond

**Posting date:** 12-Feb-2025      **Closing date:** 11-Aug-2025

**Education:** College Diploma in Early Childhood Education

**Language:** English

**Job location:** Richmond

**Salary:** \$22.5 Per Hour

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

**Vacancy:** 1

**Job Type:** Full Time

**Job id:** CAJ2544925

### Job description:

#### Education

- Diploma in Early Childhood Education

#### Experience Required

- 7 months to less than 1 year

#### On site

- Work must be completed at the physical location. There is no option to work remotely.

#### Responsibilities

- Assess the children's development in order to prepare a learning plan tailored to his needs.
- Assist co-workers in housekeeping and cooking duties

- - Bathe, diaper and feed infants and toddlers
- - Develop and implement child-care programs that support and promote the physical, cognitive, emotional and social development of children
- - Maintain daycare equipment
- - Storytelling
- - Supervise staff, trainees or volunteers
- - Synthesize the overall situation of the children and communicate the information to the parents
- - Assist early childhood educators in carrying out programs that promote the physical, cognitive, emotional and social development of children
- - Lead activities by telling or reading stories, teaching songs and taking children to local points of interest
- - Order supplies and equipment
- - 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
- - Knowledge of licensing regulations
- - Establish guidelines for behaviour
- - Attend staff meetings to discuss progress and problems of children
- - Establish and maintain collaborative relationships with co-workers and community service providers working with children
- - Plan and maintain an environment that protects the health, security and well-being of children
- - Plan and organize activities for school-age children in child-care programs before and after regular school hours
- - Supervise and co-ordinate activities of other early childhood educators and early childhood educator assistants

#### Credentials

- Certificates, licences, memberships, and courses
- Emergency child care first aid and CPR
- Early Childhood Education (ECE) Certificate

#### Security and safety

- Criminal record check
- Vulnerable sector check

#### Work conditions and physical capabilities

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

#### Benefits

- Health benefits
- Dental plan
- Health care plan
- Vision care benefits

#### Other benefits

- Free parking available
- On-site daycare available

Please send your application with credentials to [cefarichmondhr@outlook.com](mailto:cefarichmondhr@outlook.com)

DO NOT APPLY IN PERSON

**To apply for this job vacancy, please send your resume along with a cover letter and a reference letter from your previous employer to the following email: [cefarichmondhr@outlook.com](mailto:cefarichmondhr@outlook.com)**

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