



**FAIRFIELD GONZALES**  
COMMUNITY ASSOCIATION  
the place to connect

**Assistant Early Childhood Educator - Temporary**

**Rate of Pay:** \$17.50-\$18.00/hour

**Start date:** April 10, 2017

**End date:** June 24<sup>th</sup>, 2017

**Hours of Work:** 10.5hours/week inclusive and 4hours/month prep hours.

This program is closed for SD61 Pro-D Day's Winter/Spring/Summer breaks

**Monday, Wednesday & Friday 8:30am-12:00pm**

**JOB DESCRIPTION**

Reporting directly to the Five Points Preschool Manager, the Assistant ECE will provide support to the Preschool program in the following ways:

- Co-facilitate a 2.5 hour preschool program comprised of up to 15 children
- Monitor and maintain program supplies
- Ensure all licensing facility regulations are met
- Maintain the appearance of the physical spaces
- Prepare and distribute monthly calendars and program information to registered families
- Planning special events
- Offer appropriate resources and support to families
- Plan all programming with respect to children's interest and developmental needs
- Communicate with FGCA staff to promote an open, collaborative environment
- Maintain positive relationship with parents and guardians

**REQUIRED SKILLS AND EXPERIENCE**

- ECE Assistant Certification
- Experience working in a licensed preschool
- In-depth understanding of the "Community Care and Assisted Living Act" and the "Child Care Licensing Regulations"
- Proven supervisory skills and experience delivering Preschool-age programs
- Experience working with families in a supportive manner
- Strong written and oral communication skills

**WORK SETTING:** Fairfield Gonzales Community Association

Interested individuals are requested to forward their resume, with a cover letter, to Cathy Roberts, Preschool Manager via email ([fivepoints@fairfieldcommunity.ca](mailto:fivepoints@fairfieldcommunity.ca)) or fax (250-382-4613)

**Position will remain open until a suitable candidate is found**