



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

## **JOB POSTING:**

### **Early Childhood Educator**

Posting date: **August 3 , 2018**

Application deadline: **August 17, 2018 or until a suitable candidate is found**

Anticipated start date: **August 29, 2018**

The FGCA is a non-profit charitable society governed by a Board of Directors. We are a multi-faceted community organization that runs licensed programs (preschool, out-of-school care and daycare) and community programs and services for individuals of all ages and stages. Here at the FGCA our mission is to create a collaborative, inclusive, sustainable and connected community.

#### **Early Childhood Educator Overview**

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- Reporting directly to the Early Years Coordinator this is a 30-35 hour per week, ongoing, 10 month position
- This position will work between both the Camas Early Years Centre and Moss Rock Preschool

#### **Responsibilities**

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- Support related FGCA activities events and generally promoting the mission of the association
- To oversee the operation of two Preschool Programs, Family Programs and the All Day Child Care Program so as to maintain their effectiveness, fiscal viability as quality childcare programs
- To lead a team of 8-9 Early Childhood Educators by support their program delivery
- To be responsible for legal and licensing compliance and adequate equipping of the facilities that house FGCA childcare programs in collaboration with the FGCA Facility Coordinator
- To be an advocate for the participants (children and caregiver) with particular attention to participants with special needs or circumstance which increase their barriers to service
- To create collaboration between programs that takes into consideration all the different program's needs and visions
- Fostering autonomy within each individual program

#### **Qualifications**

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- Must hold a valid ECE Certificate
- Relevant work experience with children aged 0-5 in a licensed child care setting
- Self-directed and confident when delivering quality early years programs
- Excellent inter-personal and customer service skills
- Solid record management skills and computer skills including experience with server based network and MS Office
- Strong written and oral communication skills
- Standard First Aid and CPR (C)

#### **Hours and Compensation:**

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**Rate of Pay:** \$20.00-\$21.00/hour

**Benefits:** Extended health benefits, professional development opportunities, sick days and a supportive and collaborative, community focused work environment.

**Hours of Work:** 30-35hours/week, Monday-Friday, Shifts scheduled between 8:30am and 5:45pm.

*Interested individuals are requested to forward their resume (with cover letter) to Kristina Wilcox via e-mail ([kwilcox@fairfieldcommunity.ca](mailto:kwilcox@fairfieldcommunity.ca)) or in person at the Fairfield Community Place (1330 Fairfield Road) during our administrative hours. We thank all applicants but only those shortlisted will be contacted.*