



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

**Position:** Early Years Substitute

**Hours of work:** Hours may vary, Monday- Friday.

**Responsible/ Reports to:** Program Manager and Early Years Coordinator

### **Overview**

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An Early Years Substitute is an on-call childcare position that is responsible for covering staff absences within our three early year's programs. There are three programs in which Early Years Subs cover: Half-day preschool (2.5-5y), Full-day preschool (2.5-5y) & full-day Infant-Toddler (10m-3y). More details are below.

An Early Years Substitute takes direction from lead educators in the program to deliver child centered care and act in accordance with the FGCA policies and procedures as well as within the requirements of all governing agencies.

### **Specific Job Duties and Responsibilities**

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#### **Children/ Parents**

- With the support of the staff and the direction of the program manager the EY Substitute helps coordinate and plan the delivery of age appropriate programs and activities
- Responsible for adhering to VIHA regulations as they relate to care for children
- Provide a high standard of care to children in the program, with particular attention to physical safety and emotional well-being
- Promote children's self-esteem and confidence building
- Provide age appropriate guidance and direction to children in care
- Provide all required care and support to program participants including, but not limited to; provision of first aid, behaviour management, and appropriate risk management
- Document and report all safety and behavioural incidents
- Communicate to parents any positive aspects of their child's day
- Become familiar with all policies stated in the parent and staff handbook
- Display and promote a positive family-centered attitude and a helpful approach at all times
- Ensure headcounts are conducted on a regular basis
- Follow all program protocols and, if unsure, ask for support from other educators

#### **Staff/Communication**

- Follow the direction of the Manager in the program.
- Support breaks and the schedule of the day.
- Report issues in a timely manner to both manager and families

- Communicate with coworkers and ensure that licensing requirements are maintained (attendance, ratio, log book, safety etc.)
- Communicate with other staff to promote an open collaborative environment

### **Facility**

- Responsible for adhering to VIHA regulations as they relate to facility management
- Work to create and maintain a healthy, safe, clean, and family-centered environment
- Participate in regular cleaning as well as removal or correction of potential hazards

### **Qualifications**

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- Minimum 19 years of age
- ECEA certificate, ECE is an asset
- Standard First Aid and CPR (C) and Criminal Record Check
- Working knowledge of the BC Early Years Framework
- Previous experience working with children in a licensed childcare or recreation based setting
- Excellent interpersonal and customer service skills
- Strong written and oral communication skills
- Self-directed and confident in delivering quality programs

### **Working Conditions**

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- Busy and high-energy work environment
- Outdoor setting- programs are outdoors for 4+ hours in all weather types.
- Must be able to lift 30+ pound children up and be able to keep up with the physical demands of working with small children

Interested individuals are requested to forward their resume (with cover letter) Maggie Spencer via e-mail ([eyc@fairfieldcommunity.ca](mailto:eyc@fairfieldcommunity.ca)) or in person at the Fairfield Community Place (**1330 Fairfield Road**) during our administrative hours.

FGCA is committed to the values of diversity and inclusion in our workplace. We actively encourage applications from people who are experiencing barriers to equity. Those who anticipate needing accommodations for any part of the application and hiring process may contact Pippa Davis, Office Manager at [office@fairfieldcommunity.ca](mailto:office@fairfieldcommunity.ca) or 250-382-4604. Any personal information provided will be maintained in confidence.

*Revised: October 2024*