



FAIRFIELD GONZALES
COMMUNITY ASSOCIATION
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Position: Child Care Float

Program Hours: Monday to Friday, between 8:00 a.m. and 5:30 p.m.

Wage Classification:

- ECE Wage Enhancement for certified individuals will be applied to all eligible hours
- Based on experience and education

Benefits: Eligible

- Comprehensive shared-cost health and dental benefits
- Optional 3% matching RRSP
- Paid vacation and professional development days

Reports To:

- Directly to the Senior Manager- Early Years
- Also responsible to the Fairfield OSC Manager and Lead Educators for successful program operations

Work Schedule:

- Monday to Friday, 40 hours per week
- Hours are split between early years and school age programs
 - The exact distribution is determined by the Senior Manager- Early Years in consultation with the Senior Manager- School Age and are based on program needs.

Job Summary/Objective:

The Child Care Float provides flexible coverage and support across all FGCA child care programs located at 1330 Fairfield Road. This position is not assigned to a single program but instead works collaboratively with program specific staff to meet staffing needs across:

- Camas Early Years Centre
- Huckleberry Infant-Toddler Centre
- Moss Rock Preschool
- Out-of-School Care (Before and After School)
- Full-Day School Age Camps

The primary objective of the Child Care Float is to provide staff support during high-pressure periods, including (but not limited to) field trips, school pickups, special events, staff breaks, early dismissals, and times of low staffing. When not supporting immediate staffing pressures, the Float assists where the need is greatest. This may involve preparing snacks, helping with transitions, setting up or cleaning program spaces, or supporting planned activities.

Adaptability and flexibility are essential, as the Child Care Float plays a key role in maintaining quality care and smooth operations across all Fairfield child care programs.

This role supports and upholds the FGCA's program philosophy and child-centered early learning approach and operates in alignment with all organizational policies and regulatory requirements. Key responsibilities include:

- Collaborating with Early Years and School Age staff to enhance program delivery
- Following the expectations and guidance of program leads in each setting
- Fostering an inclusive, open-minded, and family-centered atmosphere
- Supporting a safe and comfortable environment for all participants
- Attending staff meetings as required
- Participating in FGCA events and activities, and promoting the association's mission
- Engaging in ongoing professional development within and beyond FGCA

Duties and Responsibilities

Children

- Provide age-appropriate care across all programs as needed
- Assist with planning and delivering programs to children infancy (10 months) to twelve (12) years of age
- Provide a high standard of care to children in the program, with particular attention to physical safety and emotional well-being
- Provide a balance of active/quiet, indoor/outdoor and individual/group activities
- Promote children's self-esteem and confidence building through explorative play
- 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 incidents suspected or confirmed of child abuse or neglect to the program supervisor
- Prepare necessary food for children in program, as directed. Including, but not limited to: lunch, snack, & bottles
- Facilitate napping in program by promoting a calm setting for children, where applicable and as directed
- Manage and organize children's personal belongings and wash bedding, where applicable and as directed
- Attend to each child's physical needs for toileting, diapering, eating and sleeping
- Monitor child development and behavior, maintaining accurate records, and reporting safety and welfare concerns appropriately

Parents

- Liaise information between programs
- Communicate daily highlights and significant observations
- Engage with parents during drop-off and pick-up times

- Inform families of any behavioral, emotional, or physical challenges relating to their child
- Promote a positive, family-centred attitude and a helpful, welcoming approach
- Become familiar with all policies as stated in Staff and Parent Handbooks and as governed by licensing regulations
- Always display and promote a positive family centered attitude and a helpful approach

Personnel/Communication

- Attend all staff meetings, training sessions and parent meetings as needed/requested
- Adhere to the schedule as set by the Early Years Coordinator
- Communicate effectively with Lead Educators, Early Years Coordinator, Program managers and other educators
- Ensure licensing requirements are consistently met (e.g. attendance, ratio, safety)
- Actively participant in conflict resolution and team discussions
- Communicate with other staff to promote an open collaborative environment
- Report issues of concern to the Lead Educator, OSC Manager and/or Early Years Coordinator in a timely fashion
- Uphold ethical standards, maintain confidentiality, and navigate challenges with maturity and solution-focused thinking

Facility

- Work to create and maintain an organized, healthy, safe, clean, and family centered environment
- Continually monitor the spaces for hazards
- Participate in daily cleaning and upkeep of program areas
- Report any necessary repairs and replacements in a timely manner
- Maintain first aid kits to licensing standards
- Organize program space, equipment and materials before and after activities
- Maintain a clear, minimal indoor environment for the programs

Working Conditions

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- Our Child Care programs that this position would work in are as follows:
 - o Infant/Toddler care (Huckleberry IT Centre)- 8 children, 3 Educators, 8am-5:30pm
 - o 2.5-5 years all-day care (Camas EY Centre)- 16 children, 3 Educators, 8am-5:30pm
 - o Preschool (Moss Rock Preschool)- 18 children, 2 Educators, 9am-1pm
 - o Out of School Care - 20-24 per group, 2 Leaders, 7:30am-9am & 2:30pm-5:45pm
 - o School Age Camps – 20-24 per group, 2 leaders, 8am-5pm
 - Ability to perform physically demanding tasks (lifting, outdoor care, moving furniture, cleaning)
 - Ability to maintain patience and emotional stability in a fast-paced environment
 - Comfortable working in a year-round outdoor program

Qualifications

- Be comfortable switching between environments (infant, toddler, preschool, school age) and adjusting to different teams, routines and activity plans.
- Must hold relevant work experience with children aged Infancy (10months) -Twelve (12) years in a licensed child care setting
- Ability to collaborate with fellow colleagues and take direction as needed to support the various programs
- Standard First Aid and CPR (C)
- Criminal Record Check
- Must hold a valid Early Childhood Education Certification. A combination of experience and education (i.e. ECE-A) will be considered.

Revised: June 2025