

CANADA SUMMER JOBS – EARLY CHILDHOOD EDUCATOR ASSISTANT

We are currently seeking an ECE Assistant for a daycare in Nanaimo, BC called Nanaimo Innovation Academy (www.nanaimoinnovation.org). This is supported by Canada Summer Jobs Program. You must be between the age of 18-30. This is an entry level position and is perfect for a student or someone who is looking to start in this field.

HIRING—THE POSITION STARTS JULY 1

The funding for the position is for a 2-month contract. The position may be extended into a permanent position. The position is 30-40 hours per week.

JOB DESCRIPTION

Nanaimo Innovation Academy is looking to employ a dedicated and reliable Early Childhood Educator Assistant to assist ECE Teachers with the daycare programs. Successful candidates must be hard-working, demonstrate excellent problem-solving, and time management skills.

MUST HAVES

- Must be between 18 years of age to 30 years of age
- Hold Canadian residency and/or be legally entitled to work in Canada
- Be able to submit an up-to-date record of immunizations
- Be in adequate physical and psychological capability to work around children and carry out assigned duties
- Have a clear Criminal Record Check, including a vulnerable sector search, dated within six months of your commencement date with the Centre
- Knowledge of health and safety regulations for maintaining the safety of children.
- 2 Written References
- Up to date resume
- Well written cover letter

ALSO, GOOD TO HAVE

- Patience and a love of working with children
- Strong problem-solving skills
- Excellent time management skills
- Effective communication skills
- A knowledge or strong appreciation of indigenous ways of knowing
- A knowledge or strong appreciation of gentle and positive guidance techniques

EARLY CHILDHOOD EDUCATOR ASSISTANT RESPONSIBILITIES

- Supporting the ECE Teachers with class safety, programming, and overall management of the flow of the day.
- Supporting the children's social, emotional, and developmental needs
- Properly cleaning and sanitizing all daycare toys and equipment.
- Organizing toys and books to be used by the children.
- Attending training and staff meetings