



1019 Broughton Street  
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[www.gordonhouse.org](http://www.gordonhouse.org)

## **Early Childhood Educator, West End Family Resource Program**

The Association of Neighbourhood Houses of BC (ANHBC) is an equal opportunity employer. We place a high value on diversity and encourage qualified individuals from all backgrounds and identities to consider applying for all our positions. Our total compensation and benefits package reflects our commitment to our staff and their family.

### **Job Description**

The West End Family Resource Program is a family centered drop-in parent/caregiver participation program where children can learn together through cooperative play, strengthen their social-emotional development, engage in a variety of activities that promote healthy child development, and provide parents/caregivers with access to parent support services and information. Under the direction of the Program Director, the Early Childhood Educator will co-facilitate the program with the Family Support Worker, providing care and creative programming for young children.

### **Key Duties and Responsibilities**

- Interacts directly with the children, providing quality care and age-appropriate creative programming
- Assists with the planning and implementing of a consistent child-centred program
- Establishes and maintains positive daily communication and interaction with families, and building meaningful relationships
- Maintains a clean environment and ensures that all safety and supervision standards are implemented and maintained
- To release children only to those authorized by parent/guardian, to ask for identification in order to ensure that the authorized pick-up has been verified
- To maintain confidentiality of all information related to the centre, the children, their families, and staff

### **Qualifications**

- Infant/Toddler Early Childhood Educator License required
- BC Early Childhood Educator License to Practice required
- Special Needs License to Practice an asset
- High level of organizational and customer service skills
- Diplomas, certificates or other evidence of training related to child growth/development

- Experience working with children in a child care/recreational setting
- Current First Aid certificate
- Excellent communication skills
- Ability to work independently and demonstrate good judgment
- Possess cultural awareness and sensitivity
- Knowledge of West End resources or willingness to learn
- Strong written and oral communication skills in English. A second language is a strong asset.
- Comfort interacting and working with a richly diverse group of program participants, volunteer base and staff

**This position is a Regular, Part-time Position (8 hours per week). Shifts are Tuesday, Wednesday, and Friday mornings.**

**Compensation:** \$21.07/hour

**Reports to:** Program Director

**E-mail resume and cover letter to**

***(NO PHONE CALLS PLEASE):***

Agata Feetham  
Program Director

***Deadline: March 17, 2019***

***Apply to: [agata@gordonhouse.org](mailto:agata@gordonhouse.org)***

We thank and acknowledge all applicants and will proactively contact those selected for interviews.

Please visit our website and for more information about ANHBC, please visit [www.anhbc.org](http://www.anhbc.org).

**ANHBC Member Houses:**

**Alex NH, Cedar Cottage NH, Frog Hollow NH, Gordon NH, Kitsilano NH, Mount Pleasant NH, South Vancouver NH and Sasamat Outdoor Center**

