



Cedar Cottage Neighbourhood House

4065 Victoria Drive, Vancouver, BC V5N 4M9 Tel: 604 874-4231 Fax: 604 874-7169
www.cedarcottage.org

Internal/External Posting

Position: Early Childhood Development Assistant

Cedar Cottage Neighbourhood House is looking for a teacher who is energetic, has a passion for working with young children; and as part of a team, will enjoy creating an inclusive, quality, enriched environment for the children. We operate preschool classes 5 days per week in the mornings and afternoons and School age program for children in Kindergarten/grade 1.

The Early Childhood Development Assistant will be responsible for:

- Organizing and implementing the daily/weekly/monthly program activities of the program.
- Being knowledgeable of the Childcare Licensing Regulation.
- Ensuring the safety and well being of participants in the program.
- Provide programming that ensures maximum opportunities for the physical, social, emotional and educational needs of children
- Ensuring the safe keep and proper use of CCNH facilities and equipment, as well as host facilities and equipment in the delivery of programs.
- Providing support and assistance to children and their families in our program as needed
- Experience working in a multi-cultural environment
- Ensuring proper transportation of children to and from school and fieldtrips

Qualifications:

- 1-year experience working with children in a licensed childcare program.
- Early Childhood Education Certificate and a valid License to Practice (post basic an asset)
- Meet Regulatory requirements:
 - Must be a minimum 19 years of age
 - Must hold a current first aid certificate recognized by the CCLR
 - 20 hours of training or courses related to working with children or child development
 - Criminal Records Search
- Ability to form positive relationships with children and adults
- Ability to work as a part of a team

Submit Resumes to: Janice Bexson, Director of Early Years and Family Programs
Cedar Cottage Neighbourhood Houses
4065 Victoria Drive, Vancouver, BC, V5N 4M9
Email: hroperations@cedarcottage.org

Closing Date: August 12th, 2019

Hourly Wage: \$18.10-\$19.13 per hour plus benefits package (Band 5)

Terms of Employment: Minimum 18 hours per week.

* We thank all applicants; however only those short-listed will be contacted

* Must be eligible to work in Canada with children

We are an equal opportunity employer



Association of Neighbourhood Houses of British Columbia
Member Houses: Alexandra, Cedar Cottage, Frog Hollow, Gordon House, Kitsilano,
Mount Pleasant, Sasamat Outdoor Centre and South Vancouver

