



Lead Childcare Educator – Pre K Parental Leave (Internal/External)

Kitsilano Neighborhood House & ANHBC

The Association of Neighbourhood Houses of BC (ANHBC) builds healthy and engaged neighbourhoods by connecting people and strengthening their capacity to create change.

ANHBC is the legal entity and umbrella organization made up of eight neighbourhood houses, an outdoor camp and central services. We operate more than 300 community-based programs and services for a diversity of participants. At ANHBC, we are committed to Reconciliation, Decolonization and Anti-racism. Together with community, we build strong and supportive relationships at welcoming and inclusive sites throughout Metro Vancouver. To learn more about ANHBC, visit www.anhbc.org

ANHBC is currently seeking an experienced childcare assistant who shares [ANHBC's values](#) to join our Kitsilano Neighbourhood House childcare team.) Kitsilano Neighbourhood houses are highly collaborative with a strong team framework. The right person for this position is passionate about community development, social justice and is values-aligned with our organization.

About You

Using a team approach Lead Childcare Educator provides a developmentally appropriate Reggio inspired and inclusive quality Daycare Program for children. A **Lead Childcare Educator performs all of the following duties:**

- Ensure curriculum and developmentally appropriate practices are in place in the daycare
- Lead the staff team to plan, develop and deliver daily activities
- Assists in planning, organizing and coordinating resources, equipment and supplies
- Writes program reports, collects statistics and keeps other program related documentations in place
- Communicate and promote program information both internally and externally
- Assists in orienting and coaching staff and volunteers of the program in consultation with the Program Coordinator
- Provide reference and guidance to staff and volunteers of the program in interpreting relevant policies and procedures
- Ensures ratio and licensing requirements are met
- Co-create programming with staff team and children that supports and promotes the development of children
- Assess through innovative methods such as, but not limited to the use of anecdotal observations, finished products, photographs, and written dialogue
- Keep accurate attendance records
- Use positive methods of discipline that is child-centered and respectful
- Attend meetings and workshops to develop and discuss new teaching methods
- Interact with children and staff to encourage their involvement in activities
- Ensure a safe environment for the children in our care
- Guide and assist children in the development of proper eating, dressing and toilet habits
- Observe children for signs of learning disabilities or emotional problems and take appropriate action



- Establish and maintain collaborative relationships with other community service providers working with children
- Establish and maintain good communications with families
- Ensure room is clean and toys are disinfected, furniture is safe for children and any cleaning products or medicines are kept where children cannot get to them
- Work collaboratively with volunteers
- May be required to work in other Kits House childcare programs to ensure continuity of care & ensure licensing regulations are met
- Perform other duties (as needed)

About the Position

Under the direction and supervision of Children's Education Coordinator is engaged in providing care for 3-5 years old children and provide leadership to a team of educators.

Skills & Qualifications:

- Minimum 2 years Experience in licensed childcare
- Valid ECE
- Valid First Aid Certificate
- Minimum age 19 years (as per licensing regulations)

Hours & Location:

- *This is a fixed term position until September 2025 with opportunity to extend to March 2026 at the discretion of Kitsilano Neighbourhood House*
- *32.5 hours per week, 5-day workweek*
- *Requires a consistent in-person presence at The Collective, Lord Tennyson, Kitsilano Neighborhood House.*

Salary & Benefits:

- \$22.32 - \$26.05 plus \$6/ECE Wage Enhancement, Annual Salary from \$40,781 to \$45,985, band C4, depending on skills and experience level
- You will receive 6% vacation pay and paid sick time
- Opportunity to participate in the Pension Plan
- Professional Development opportunities

The Association of Neighbourhood Houses of BC is an equal opportunity employer. We place a high value on equity, diversity and inclusion. We encourage individuals who are Indigenous, Black, and People of Colour (IBPOC), individuals with disabilities, and members of the LGBTQIA2S+ communities to consider applying for the position.

How to Apply: All qualified individuals who share our values are encouraged to apply by July 26, 2024 to:

Amanda Gibson, Children's Education Coordinator, Email: amandag@kitshouse.org

To help us track our recruitment effort, please indicate in your cover letter where you found this posting. We thank and acknowledge all applicants and will contact those selected for interviews. No phone calls please.

We acknowledge that our houses, camp and central services office are situated on the stolen, traditional, ancestral and unceded territories of the Coast Salish people including the Musqueam, Squamish, Semiahmoo, Kwantlen, Tsleil-Waututh, Kwikwetlem, Tsawwassen and Sto:lo Nations.

Association of Neighbourhood Houses of British Columbia

Member Houses: Alex NH, Cedar Cottage NH, Frog Hollow NH, Gordon NH,

Kitsilano NH, Marpole NH, Mount Pleasant NH, South Vancouver NH and Sasamat Outdoor Center



ASSOCIATION OF
NEIGHBOURHOOD HOUSES BC