



**JOB DESCRIPTION: EARLY CHILDHOOD EDUCATOR (LEVEL 1, 2 or 3)
Boys and Girls Clubs of the Foothills (BGCF)**

Position:	Early Childhood Educator (Level 1, 2 or 3)
Type of Employment:	Full-time or Part-time, as negotiated
Supervision Responsibilities:	All children participating in program
Responsible To:	Program Supervisor
Location:	Boys & Girls Clubs of the Foothills – Various Locations

Job Summary

- The Early Childhood Educator will provide a quality, caring and supportive child care program to members of the community that addresses their unique child care needs, meets all regulatory standards required by federal, provincial and municipal governments, and operates within the Child Care Practitioner Occupational Standards and Code of Ethics as defined by the Canadian Child Care Federation.

Qualifications

- Early Childhood Educator (Level 1, 2 or 3)
- An understanding of the issues that affect children and their families
- Excellent interpersonal skills with parents, community members, and staff
- Mature and responsible attitude towards work
- Willingness to work flexible hours

Duties and Responsibilities

1. Plan, Carry Out and Assess Developmentally Appropriate Activities and Experiences.
 - Provide a daily balance of active/quiet, indoor/outdoor, and individual /group activities
 - Establish and carry out a daily activity schedule that incorporates child directed activity, care routines and transition times
 - Organize space, equipment and materials before activities
 - Assist children in expressing themselves by listening and responding with questions or comments that extend conversations
 - Use a variety of teaching techniques including modelling, observing, questioning, demonstrating, reinforcing.
 - Encourage and assist children to practice self help daily
 - Plan and carry out experiences that foster an understanding of variety of cultures and value systems
 - Provide opportunity each day for each child to be alone
 - Provide opportunity for child directed play experience
 - Plan and carry out activities that encourage problem solving

- Provide experiences and play materials that actively promote diversity and acceptance in interactions and attitudes.
 - Participate in short and long-term planning and evaluation and staff program reviews
 - Learn and use the activities and skills provided to assist children in developing the necessary coping skills for addressing unique life issues
2. Individualize the Curriculum
 - Observe how children use materials and interact with each other and adults
 - Use observations to expand play and plan activities that recognize individual difference
 - Initiate referrals or additional services for parents and children
 3. Ensure Guidance of Children's Behaviour that Encourages Positive Self-Concept
 - Set reasonable behaviour expectations consistent with center's philosophy and policies
 - Immediately address problem behaviour without labelling the child
 - Follow behaviour guidance and policies established by the centre and consistent with accepted practice in the field
 4. Ensure the Child's Environment is Healthy and Safe
 - Follow the centre's procedures for administering medications and maintaining health records
 - Report all accident, injuries, and illnesses to the Director or delegate incidents in the daily log book and as serious occurrence if necessary
 - Monitor the environment for hazards
 - Update self daily on children's physical needs for toileting, diapering eating and sleeping as promptly as possible
 - Report all incidents of child abuse to the supervisor and follow centre procedure and government regulations
 - Release children only to authorized persons
 5. Maintain Positive Communication with Parents
 - Discuss the programs daily events and the child's daily progress with parents
 - Accommodate to the parent's instructions for daily routines when possible within group routines
 - Encourage parents to participate whenever possible
 6. Follow Licensing Requirements
 - Carry out the responsibilities assigned to you
 - Attend to regular staff meetings
 - Maintain confidentiality of all information related to the centre's children, their parents, and staff
 - Participate in the annual performance review process
 - Plan and carry out annual personal development
 - Maintain regular attendance and punctuality

Desired Competencies & Behaviours

- Believes in and practices the mission, goals of the program
- Ability to build trust and positive relationships with families in the program
- Act as a role model of appropriate behaviour
- Ability to work cooperatively as a member of the childcare team, facilitating a team environment through personal behaviour, work contributions and the sharing of expertise and knowledge
- Participates in the developing of new ideas and methods for program enhancement and has the ability to adjust and adapt to changes
- Maintains a constant awareness of the “child” and exhibits recognition and appreciation of their needs with the ability to achieve results with positive outcomes for families accessing the program
- Ability to be energetic, resilient and maintains a sense of humour when personal resources are challenged
- Achieves results with positive outcomes for children in the program
- Effective interpersonal skills under all types of conditions
- Maintains timely and accurate files
- Continuing personal and professional development in related areas
- Actively incorporates volunteers into the program area
- Ability to lift (up to 25 kg)
- To mentor and uphold the BGCF Code of Conduct and our core values as described below:
 - I shall fulfill my obligations and responsibilities with loyalty, integrity.
 - I shall serve participants of the community in a conscientious, respectful, diligent and efficient manner.
 - I shall not discuss content of meetings outside of board and/or staff meetings.
 - I shall protect the privacy of clients and hold in confidence all professionally acquired information concerning clients, staff, board members and volunteers. I shall disclose such info only when legally or professionally obligated to do so.
 - I shall treat my colleagues with respect and work cooperatively with them.
 - I shall treat our partnerships and other agencies with respect and endeavor to work cooperative with them.
 - I shall treat the Club, its services and programs with dignity, respect and conduct myself in a manner conducive to the wellbeing of the BGCF.

Secondary Responsibilities

- Liaise with all BGCF staff and volunteers.
- Attend staff meetings as required
- Assist in fundraising when required
- Attend skill development courses and workshops
- Any other responsibilities as required