



Early Childhood Educator Assistant Job Posting

Terms: Permanent, Full-Time: 40 hours per week

Shift: Monday to Friday, shifts varying between 7:00am – 6:00pm

Salary: \$19.00

Benefits: Medical and Extended Health: 50% of premium paid by employer.

Vacation: 4 weeks vacation, 2 weeks sick, birthday off or day in lieu

Program Information: Under the Tree Child Care Centre (UTT) is a program of The Family Education and Support Centre which is a registered charity. FESC is a multi-service agency that has served the communities of Maple Ridge and Pitt Meadows since 1972. Under the Tree provides programs for Infant Toddler, Preschool, 3-5-year-olds, and Before and After School Care.

Our programs provide comfort to our families with the knowledge that their children will be cared and nurtured in an inclusive setting where individualities and diversities will be acknowledged, appreciated, and embraced. We provide developmentally age appropriate play opportunities for the children that are both child-centred and driven by the child's interests with as much exposure to real life learning as possible in a structured and organized environment.

Responsibilities:

- To read, understand and follow all UTT, Child Care Facility Licensing (CCFL) and legal requirements
- To interact directly with the children, providing quality care and creative programming
- To assist with the planning and implementing of a consistent child-centred program, in accordance with UTT standards.
- To establish and maintain positive daily communication and interaction with families, providing
- quality customer service and building meaningful relationships
- To maintain a neat, orderly, and clean environment, including all activity and program areas, common spaces, and washrooms.
- To ensure that all safety and supervision standards are implemented and maintained according to
- licensing and UTT requirements.
- 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 work with staff team to deliver a high quality and age appropriate programs based on UTT
- curriculum and to attend all UTT staff meetings and other training, as scheduled
- To maintain confidentiality of all information related to the centre, the children, their families, and
- staff.

A Place to be for the whole family!



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- To maintain regular attendance, punctuality and to be dressed for the needs of the program.

Qualifications/Experience:

- Early Childhood Educator Assistant certificate
- 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 setting
- Current First Aid certificate
- Three successful reference checks
- Successful candidates will be required to provide a current and satisfactory Criminal Reference
- Check/Vulnerable Sector Search issued no later than six (6) months preceding your start date.
- Class ? drivers licence will be an asset.

Please submit your resume and cover letter to underthetree@familved.ca