



Early Childhood Educator Licensed Preschool – Assistant Teacher

West Point Grey Community Centre is looking for an energetic, enthusiastic, creative, reliable and responsible individual with a passion for nurturing children's development in our Preschool. The candidate would be the Assistant Teacher/Leader and must have an ECE license. The Preschool is a licensed preschool and has three different classes and age groups: 30 months old, 3 years old and 4 years old.

Qualifications:

- Strong knowledge of age-appropriate activities & out trips for children ages 30 months -5 years
- Excellent communication, interpersonal skills, leadership & problem solving skills
- Ability to work independently and within a team
- Computer skills (word, publisher, etc and familiar and comfortable with internet for Pinterest, etc)
- Ability & willingness to work within a culturally, economically and socially diverse community
- Knowledge of the West Point Grey surrounding community is an asset
- A nurturing and empathetic personality and someone that loves working with Preschool aged children.

Responsibilities include, but are not limited to:

- Providing direct leadership, supervision and instruction to the children in the Preschool
- Engaging fully in a "2 person operation" setting, (we have a Supervisor and Assistant) in supporting and assisting in carrying out routines, leading activities with children and supervising them in indoor and outdoor activities that ensure the children's safety and well-being
- Assist with planning, promoting and implementing age-appropriate activities (i.e. arts & crafts and games) that fit with the weekly theme
- Ability to work independently and as a team player
- Assists with general housekeeping duties to ensure that the facilities and equipment are safe and clean
- Maintaining good open communication with co-worker, Programmer, parents and children

Necessary Conditions of Employment:

- ECE License (License to Practice)
- Relevant teaching experience
- Strong English language skills
- Immunization history
- Current First Aid/CPR certification
- Clearance of a Police Record Check

**Our Preschool is located in a gorgeous 100-year-old Mansion with windows all around the room.*

We have gardens, grass field & playground in our backyard with a duck pond and the beach within walking distance.

Please note that you must be able to move equipment from the attic and set-up and clean-up of classrooms per day.

Terms of Employment

- September 2018-June 2019 with the possibility of extension (last week of August will include orientation, training, set-up and planning)
- Hours of work are Monday – Thursday 8:15am-4:00pm and Friday 8:15am-1:15pm
 - Admin time included however there may be some additional time on and for special event days
- \$20-\$22/hour (depending on experience) - includes 4% vacation pay

Please forward your cover letter & resume via email or in person, indicating the position you are applying for by **Friday June 15, 2018** to:

West Point Grey Community Centre
Attention: Natalie Vermaas, Recreation Programmer
4397 West 2nd Avenue, Vancouver BC V6R 1K4
natalie.vermaas@vancouver.ca
Subject line: Licensed Preschool ECE Teacher

We thank all applicants for applying but only short-listed candidates will be contacted.