



CREATIVE BEGINNINGS CHILDCARE CENTRE

JOB POSTING

Creative Beginnings Child Care Center is looking for a full-time ECE qualified individual to join our team.

Job Summary: The successful candidate will be responsible for the academic, social-emotional growth and development of all children in their care, which may include toddlers and/or preschool age children; develops partnerships with birth parents/child's caregivers to engage and encourage parent participation in program.

Duties & Responsibilities:

- Develop and implement a program for the children which is inclusive for children of varying abilities and cultures
- Plan and implement activities to meet the physical, emotional, intellectual and social needs of the children in the program
- Ensure the provision of nutritious snacks
- Provide weekly and monthly schedules of activities
- Be familiar with emergency procedures
- Provide opportunities for staff training and development
- Manage the administration of the child care program
- Facilitate/participate/develop/implement goal plans for children who require extra support
- Keep parents informed of program expectations, program activities and their child's progress
- Develop and maintain current, accurate files for the children
- Early Child Development knowledge and experience.
- Knowledge in Desired Results, Developmental Appropriate Practices.
- Knowledge of Province Subsidized Program Requirements for Center Programs.
- Ability to effectively plan, organize and implement educational activities.
- Must be able to manage confidential information.
- Ability to lift and carry up to 25 pounds and in case of emergency a 40 pound child.
- Prepare and monitor the program budget in conjunction with appropriate Director
- Approve purchases within established spending limits



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- Receive and record childcare fees, Subsidy and the Child Care Operating Fund
- Provide monthly report to Director
- Enrollment of families
- Perform other related duties as required

Requirements & Qualifications:

- Formal training in Early Childhood Development
- Fluency in reading & writing English
- 1 year of recent experience
- Excellent communication, presentation and interpersonal skills
- Strong organization and computer skills

Working Conditions:

- The childcare facility is licensed for 25 children
- Indoor and outdoor activities
- Standing, bending, crouching, some lifting

Please send your resume as a PDF with the subject: ECE Position Full Time. We thank all candidates for their application, however; only those candidates to be interviewed will be contacted.