



JOB DESCRIPTION Child Services Coordinator (ECE) Woodland Nursery School
Bargaining Unit Position • CUPE LOCAL 5218

LOCATION Scarborough, ON

WARDEN WOODS COMMUNITY CENTRE

Warden Woods Community Centre (WWCC) is a multi-service agency governed by a local Board of Directors and funded by all three levels of government, the United Way and other generous partners. The Centre provides over 50 programs and services to over 6000 clients annually out of our main Centre and several satellite locations.

POSITION SUMMARY

Reporting to the Manager of Children & Youth Services, the Early childhood Educator is responsible in providing a stimulating multicultural early learning program, thus ensuring optimal early childhood development. This position will be responsible for the delivery, implementation, and evaluation of Early Childhood Services (ECS) licensed full day care centre for toddlers and preschoolers.

RESPONSIBILITIES

- Understands and complies with provincial, municipal and Woodland Nursery School Child Guidelines & Policies.
- Knowledge of Day Nurseries Act and licensing regulations
- Maintain an organized, welcoming, safe, and educational environment
- Develop and implement program activities that support and promote the physical, cognitive, emotional, and social development of children
- Completes required documentation of children's development and interactions.
- Lead activities by telling or reading stories, teaching songs, and taking children to local points of interest
- Adheres to work schedule to ensure the program stays within the ratio and provides required adequate notice to the supervisor regarding unexpected scheduling changes.
- Seeks opportunities to deepen connections and increase engagement with parents and children in care.
- Cleans and sanitizes childcare spaces, focusing on frequently touched surfaces, equipment, toys, and any other areas or items deemed necessary, following Woodland Nursery School health and safety protocols and procedures.
- Assist in the supervision of student placements
- Supervise children during indoor and outdoor activities
- Other duties as assigned.

QUALIFICATIONS

- Early Childhood Educator Diploma or Equivalent training; CYW/CYC
- RECE Certification – must be a member in good standing with the Ontario College of ECE
- Minimum of 2 years' experience working with young children
- Strong interpersonal skills to gain the trust and respect of children and their parents
- Must be able to work outdoors for at least 2 hours daily year-round; maybe exposed to heat, humidity or cold
- Experience of planning and implementing programs.
- The ability to maintain confidentiality
- Well-developed interpersonal and relationship building skills; ability to establish rapport and excellent communication with members, staff, student and volunteers
- Current Standard First Aid and infant child CPR
- A current Criminal Check & Vulnerable Sector screening
- Current immunization and health assessment as per the local Minister of Health Requirements

COMPENSATION AND HOURS OF EMPLOYMENT

- \$24.79 per hour
- 35 Hours per week

APPLICATIONS

WWCC is an equal opportunity employer committed to gender equality and social inclusion in our workplace. All qualified applications will receive consideration without regard to sex, gender identity, gender expression, sexual orientation, race, ethnic origin, colour, religion, nationality, disability, age, or any other characteristic protected by applicable law. We encourage all qualified persons to apply, particularly Indigenous peoples, persons with disabilities, ethnic minorities, visible minorities, and others who share our values and contribute to fostering an inclusive and diverse workplace. Please notify us as soon as possible of any adaptive measures you might require at any stage of the recruitment process.

This is a bargaining unit position-CUPE 5218

The successful candidate must be fully vaccinated against COVID-19. A police reference check is required prior to commencing employment.

In your cover letter, please ensure that you explain why you would like to work at Warden Woods Community Centre and why you are qualified for the position as tied to the responsibilities listed above. Please submit your cover letter and resume as one file noting "Early Childhood Educator" in the subject line to careers@wardenwoods.com

While we thank all who apply, only those selected for interviews will be contacted.