

Position Title: Registered Early Childhood Educator, Full-

Time Department: Daycare and Family Resource Projects

Location: 1 Firvalley Court, Scarborough, ON

Warden Woods Community Centre

Warden Woods has been working collaboratively to meet the needs and interests of local community for over 50 years in Southwest Scarborough. For more please visit wardenwoods.com.

Position Summary

Reporting to the Manager of Child and Youth Services, the Registered Early Childhood Educator is responsible for ensuring the appropriate provision of services to enhance the quality of life and personal wellness for children and their families in an Early Childhood setting.

Job Responsibilities

- Plan and implement a stimulating, multicultural learning program
- Plan and implement creative art activities
- Plan and implement a multicultural literature and music circle
- Organize multicultural celebrations
- Prepare a nutritious snack
- Role model appropriate positive behaviours
- Maintain program environment
- Housekeeping duties
- Disinfect toys and equipment as required
- Support the needs of program participants
- Provide required information and referrals to families
- Collect and record program statistics
- Supervise volunteers and placement students
- Open and close the facility
- Maintains good working relationships with co-workers

Qualifications:

- Registered Early Childhood Education certificate
- Minimum 2 years experience working with children
- Knowledge of Microsoft office applications, comfortable using computer
- Competent communication skills – oral and written English
- Ability to work in diverse environments within an inclusive, client-centred framework
- Availability to work evenings and weekends as required by program or agency activities (from time to time as required – for all positions where evening and weekend work is not part of job requirement)
- Must be legally entitled to work in Canada

Compensation and Hours of Work:

- \$23.86 per hour
- Monday -Friday 35 hrs/week – Rotating shift

How to Apply

All qualified applicants are encouraged to apply! We particularly encourage applications from Black, Indigenous and racialized people, 2SLGBTQIA+ community members, people with disabilities, and members of other equity-deserving groups.

Warden Woods Community Centre is a unionized workplace and employees are represented by CUPE Local 5218; this is a bargaining unit position.

The successful candidate is required to complete a criminal background check prior to commencing.

Please submit a resume and cover letter by August 27, 2024 via e-mail only to:

careers@wardenwoods.com

Use the subject heading: **RECE**

While we thank all who apply, only those selected for interviews will be contacted. Recruitment will close when the required position is filled.