

---

Position title:	Early Childhood Educator (ECE) – On call
Department:	All Services
Reports to:	Service Managers

---

## Summary

Under the direction of the Service Manager, the ECE is responsible for providing child minding services to newcomer families who recently arrived in Canada.

## Key Responsibilities

- Welcome and support both children and parents
- Provide a nurturing, positive, and supportive environment for all children
- Plan and implement fun indoor activities that meet the individual developmental needs and experiences of children who are younger than 13 years of age to guide their social, emotional, physical, and cognitive development
- Guide and assist children while eating, dressing, and using the toilet
- Help with diaper changing, if required
- Maintain daily records, including, but not limited to, the Attendance Forms, Pick-up/Drop-off Forms
- Set up and clean up children's play area before and after each session
- Document accidents, injuries, and serious occurrences, as needed
- Inspect the space for safety issues and consult with the Service Manager in order to arrange corrective action(s)
- Collaborate with staff members to create a positive environment in the room while parents are attending the workshops
- Provide first language services, as required, to enhance the client experience
- Perform other duties as assigned by supervisor

## Key Competencies

- **Values.** Behaves consistently with clear personal values that complement Impact North Shore's values of excellence, diversity, and respect.
- **Integrity & Ethics.** Ensures integrity in personal and organizational practices. Builds a respectful and client-centered workplace.
- **Innovation.** Thinks creatively; is open to new ideas and technologies. Is committed to developing effective and new approaches to service excellence. Is flexible and adaptable to meet changing demands of clients, funders, and other stakeholders.
- **Accountability.** Accepts and creates a culture of accountability; fosters personal

growth; takes personal ownership. Is self-aware and demonstrates a commitment to ongoing learning and continual improvement. Assesses risk and develops risk mitigation strategies.

- **Engagement.** Shows a passion for the job and the mission of Impact North Shore.
- **Effective Communication.** Fosters open communication listens to others, speaks effectively, and prepares written communication so that messages are clearly understood.
- **Organized & Efficient.** Plans ahead and works in a systematic and organized way. Follows directions and procedures and ensures deliverables are met on time and according to agreed standards.

### Qualifications

- Valid Early Childhood Educator (ECE) certificate through an institution recognized in the Child Care Licensing Regulation
- 1-2 years of experience working with children who are younger than 13 years of age
- Valid First Aid and CPR certificate, TB test and up-to-date immunization records
- Clearance from the Criminal Reference Check (Vulnerable Sector)
- Ability to lift infants/toddlers (maximum 25 kg or 55 pounds) when needed (for example, diapers change)
- Sensitivity to cultural, linguistic, and religious diversity
- Ability to continuously bend, squat, or move at a fast pace
- Participates in light program house duties and occasional room re-arrangements
- Fluency in a second language is an asset
- Good personality, ability, and temperament necessary to work with children

### Additional Information

- Work Environment: in-person in different venues on the North Shore
- Compensation: \$24.23 plus 6% vacation pay
- Work Schedule: On-Call (schedule may vary)

### Application Instructions

This position will remain posted until filled. Please apply only once for this specific opening by submitting resumes and cover letters via email to [hr@impactnorthshore.ca](mailto:hr@impactnorthshore.ca) using "Early Childhood Educator" – in the subject line and indicate where you found this job posting in your application email.

Impact North Shore is an equal-opportunity employer. Thank you for your interest; due to the volume of applications, only short-listed applicants will be contacted.