

Job Description

Position: **ECE Assistant**

Hours: Varies - *preference for availability between 8:00 am to 5:30 pm at this time*

Location: Mostly in Vancouver but may be anywhere in the Lower Mainland

Salary: \$19.57 / hour

Effective Date: April 1, 2022

Closing Date: Until filled

Pop-Up Child Care, a social project of the Pacific Immigrant Resources Society, provides immigrant and refugee women with child care training and employment while also addressing the national childcare shortage.

Pop-Up Child Care is experiencing an increased demand for child care substitutes. Pop-Up Child Care clients (licensed child care centres, settlement agencies, or other non-profit organizations) are often seeking substitute (on-call) childcare staff with the goal of hiring them on as full time staff.

We are currently looking for Pop Up On-Call Child Care Staff who will be responsible for the delivery of child care at various child care sites throughout the Lower Mainland. Hours can range between 2 to 8 hours per day, typically Monday to Friday. We are seeking candidates who are available for a minimum of 4 days per month (2 hour minimum shift). Priority will be given to those who have a willingness to work 8-hour shifts and flexible hours, including occasional weekends and evenings.

This position is an on-call position but serves as a stepping stone to be connected and have exposure to different licensed child care centres and organizations that provide child care.

You are the perfect candidate if you are looking to build practical experience, are ready or getting ready for more full-time employment and can benefit from support in entering the child care workforce. Pop-Up Child Care can help you stand out in front of hiring managers - gain a competitive edge by building your experience with us!

Why work for us?

- **Flexible work hours:** Pick up shifts based on your availability.
- **Pathways to full-time employment:** If you prefer more full-time hours with one employer, you can get more work hours through us as we partner with many child care sites. This will save you the stress of applying to multiple organizations to get more hours. Also, at Pop-Up Child Care, we share your goal of finding full-time employment and will help you in achieving this goal.
- **Continuous training and mentorship:** Get the support you need to build your career in the early learning and child care sector.



1874 Kingsway, Vancouver BC V5N 2S7
Call 604.298.5888 | Email: info@pirs.bc.ca



Duties and Responsibilities

- Plans and implements (with guidance from the ECE Supervisor and in accordance with the BC Early Learning Framework) stimulating, trauma-informed, and developmentally-appropriate early learning activities to meet the diverse needs of children
- Works collaboratively with the program team (e.g. onsite manager, other childcare or supporting staff and volunteers)
- Assesses the children's needs and progress on an ongoing basis, and adjusts plans and activities accordingly with guidance from the ECE Supervisor
- Maintains attendance and other documentation as per Community Care Facilities Branch requirements for Childminding programs
- Greets children and uses opportunities to welcome, reassure and become acquainted with parents or caregivers
- Provides a safe, welcoming and inclusive space to families in the program
- Sets up and cleans up children's playroom
 - Ensures playroom is safe and free of hazards
 - Sets up the playroom prior to participant arrival
 - Cleans up and puts away equipment securely after participants have left
 - Ensures to follow Childcare Center policies and sanitation procedures
- Attends team meetings if required
- Attends professional development opportunities, staff orientations and trainings as required
- Participates in annual performance reviews
- Other duties as required

Qualifications

- Early Childhood Education (ECE) Assistant Certificate from an accredited institution
- Current BC License to Practice as an ECEA
- Current Emergency Child Care First Aid and CPR Level B certificate
- Current Food Safe certificate
- Must be 19 years of age and eligible to work in Canada
- Documentation in accordance with Community Care Facilities Branch licensing requirements (ie. TB skin test, immunization record, or medical certificate stating physically and mentally able to work with children)
- Considerable experience working with young children from various backgrounds and ages
- Sensitivity to and understanding of the needs of children, and their families, whose needs may change over time
- Excellent interpersonal skills with parents, community members, and co-workers
- Mature and responsible attitude towards work
- Strong time management, planning, organizational, leadership and communication skills
- Basic Computer Skills: Microsoft Office, Google Suite, internet, email, Zoom



- Second language is an asset
- Current Criminal Record Clearance
- A valid driver's license and access to a vehicle to travel between programs across Metro Vancouver would be an asset
- **Willingness to work 8-hour shifts and flexible hours with occasional weekends and evenings is a priority**
- Possession of non-judgmental and genuinely positive attitudes (culture, religion, sexuality, special needs) and freedom from stereotypes
- Passion for inclusivity and diversity, and interest in being part of a multicultural team is an asset
- Attitudes and values compatible with the goals and philosophy of PIRS

Application Details

This position requires a criminal background check.

Please send resume and cover letter outlining relevant experience to:

Pacific Immigrant Resources Society

1874 Kingsway, Vancouver, BC V5N 2S7

Email to: aordonez@pirs.bc.ca

DEADLINE FOR APPLICATIONS: Until filled

We thank everyone for their interest. Only those shortlisted will be contacted.

Pacific Immigrant Resources Society (PIRS) is a community-based, non-profit organization serving immigrant and refugee women and their young children since 1975. With respect, diversity, and collaboration at the core of PIRS, we are an organization that knows the value of talented people. A career with us is an opportunity to be part of a team that is focused on supporting and creating inclusive environments and developing skills in those we serve. You can expect a competitive salary, flexibility and challenging work. We recognize the importance of a diverse workforce and encourage applications from First Nations peoples, women, LGBTQ-identified people, people of colour, and people with disabilities.

