



Early childhood educator (NOC 42202)

Posted by CEFA Early Learning Richmond

Posting Date : 12-Feb-2025

Closing Date : 11-Aug-2025

Location : Richmond

Salary : \$22.5 Per Hour

Job Requirements

- **Education:** College Diploma in Early Childhood Education
- **Language:** English
- **Years of Experience:** Fresher (less than 1 year)
- **Vacancy:** 1
- **Job Type:** Full Time
- **Job ID:** DISJ3206319

Job Description:

Education

- Diploma in Early Childhood Education

Experience Required

- 7 months to less than 1 year

On site

- Work must be completed at the physical location. There is no option to work remotely.

Responsibilities

- Assess the children's development in order to prepare a learning plan tailored to his needs.

- Assist co-workers in housekeeping and cooking duties

- Bathe, diaper and feed infants and toddlers

- Develop and implement child-care programs that support and promote the physical, cognitive, emotional and social development of children

- Maintain daycare equipment

- Storytelling

- Supervise staff, trainees or volunteers

- Synthesize the overall situation of the children and communicate the information to the parents

- Assist early childhood educators in carrying out programs that promote the physical, cognitive, emotional and social development of children

- Lead activities by telling or reading stories, teaching songs and taking children to local points of interest

- Order supplies and equipment

- Assist early childhood educators or supervisors in keeping records
- Encourage children to express creativity through the media of art, dramatic play, music and physical activity
- Engage children in activities by telling stories, teaching songs and preparing crafts
- Guide and assist children in the development of proper eating, dressing and toilet habits
- Prepare snacks and arrange rooms or furniture for lunch and rest periods
- Observe children for signs of potential learning or behavioural problems and prepare reports for parents, guardians or supervisor
- Submit written observations on children to early childhood educators or supervisors
- Discuss progress and problems of children at staff meetings
- Knowledge of licensing regulations
- Establish guidelines for behaviour
- Attend staff meetings to discuss progress and problems of children
- Establish and maintain collaborative relationships with co-workers and community service providers working with children
- Plan and maintain an environment that protects the health, security and well-being of children
- Plan and organize activities for school-age children in child-care programs before and after regular school hours
- Supervise and co-ordinate activities of other early childhood educators and early childhood educator assistants

Credentials

- Certificates, licences, memberships, and courses

- Emergency child care first aid and CPR

- Early Childhood Education (ECE) Certificate

Security and safety

- Criminal record check

- Vulnerable sector check

Work conditions and physical capabilities

- Repetitive tasks

- Physically demanding

- Attention to detail

- Combination of sitting, standing, walking

- Bending, crouching, kneeling

Benefits

- Health benefits

- Dental plan

- Health care plan

- Vision care benefits

Other benefits

- Free parking available

- On-site daycare available

Please send your application with credentials to cefarichmondhr@outlook.com

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To apply for this job vacancy, please send your resume along with a cover letter and a reference letter from your previous employer to the following email: cefarichmondhr@outlook.com

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