

Job Posting: Early Childhood Educator (Level 2+)

Organization: BGC Fort McMurray

Immediate Supervisor: Manager of Childcare Programs

Do you have a passion for working with children so they can experience new opportunities, overcome barriers, build positive relationships, and develop confidence and skills for life? BGC Fort McMurray is seeking Early Childhood Educators to help support the social, emotional, creative, and physical well-being of children in our Tiny Toes Daycare (ages 1-5) and ZAP Out-of-School Care program (ages 5-12). The successful candidate will demonstrate strong work ethics, have a positive attitude, and will possess the skills needed to provide quality programming to the children and families in our care.

KEY RESPONSIBILITIES

Program Planning & Implementation

- Plan and implement activities that meet the physical, creative, emotional, intellectual, and social needs of children in the program
- Provide nutritious snacks and lunches
- Ensure that the facility and equipment are kept clean, well maintained, and safe at all times
- Implement culturally appropriate programs and activities
- Introduce activities that promote fine and gross motor skills, science, math, and literacy concepts
- Guide children's behaviour in positive, supportive, and age-appropriate ways
- Maintain and follow sign-in and sign-out procedures
- Promote a safe, exciting, and fun environment while ensuring adherence to club rules, safe use of equipment, and conflict resolution
- Maintain client confidentiality and professionalism
- Ensure the positive development and safety of children in accordance with relevant Alberta Childcare Legislation, including but not limited to licensing, inclusive care, health and safety regulations, and BGC policies and procedures

Relationship Building & Communication

- Build positive relationships with members, families, and coworkers to ensure an environment that is responsive, consistent, and nurturing for all parties
- Communicate with immediate supervisor by providing program feedback, ideas, questions, and concerns
- Maintain clear communication with parents/guardians regarding program updates, child behaviours, successes, achievements, and issues such as accidents, illnesses, or injuries
- Communicate and collaborate respectfully with other team members

Additional Responsibilities

- Assist with occasional Club fundraising activities and events, which may include evening and weekend work
- Cross-over between programs to provide support when needed (break coverage, ratio requirements)
- Participate in professional development workshops, training, and ongoing learning as required

- Ensure that program and storage areas are kept tidy during operating hours and assist with cleaning, organization, and taking inventory of supplies
- All other duties as required by the Childcare Programs Manager, Programs Director, or Executive Director

QUALIFICATIONS

As our ideal candidate, you are known for your passion in helping children meet their full potential.

You Possess:

- Alberta Childcare Certification (Level 1, 2, or 3)
- 1-3 years experience working with children (ages 1-5 or 5-12) preferred
- Valid First Aid & CPR Level C
- Criminal Record Check required
- Understanding of Alberta Childcare Licensing and Flight Framework considered an asset
- Proof of double vaccination required

HOURS REQUIRED

- 35-40 hours per week
- Monday-Friday, with occasional evening or weekend work to support staff meetings, Club fundraising events, and activities as required