



Early Childhood Assistant, Child Care

Prepared September 2018
Revised January 2022

Title

Early Childhood Assistant (ECA), Child Care

Hourly, flexible work week. Hours are dependent on registration and needs of Child Care Centre

Reports to

RECE, Child Care

Supervisor, Child Care

Coordinator, Children's Services

Manager, Program Integrity Children's Services

Position Summary:

Under the direction of the Supervisor, and coaching from the Program RECE, the Early Childhood Assistant will ensure that all YMCA child care programs provide quality care, service and support to the participants and their families. The ECA is responsible for contributing to the planning and implementing of age appropriate programs and presenting a safe/clean and visually appealing environment in accordance with the Ministry of Education regulations and YMCA Playing to Learn/YMCA A Place to Connect.

Responsibilities:

- Ensure all child and youth programs provide quality care, service and support to the participants and their families
- Understands and complies with provincial, municipal and YMCA Child Guidance Policies
- Plans and implements a consistent child-centered program in accordance with YMCA curriculums YMCA Playing to Learn and YMCA A Place to Connect. Program Plans and Centre environments address each child's identified needs, stages of development, and interests, assisting children to make developmental progress
- Contributes to the Program Plan prior to Monday morning and adds to the plan throughout the week to meet the Curriculum expectations
- Communicates to parents, RECE and supervisor on children's developmental progress
- Attends required curriculum training and all other relevant professional development opportunities necessary for the position. Maintains qualifications and certifications as required by the YMCA and professional standards such as First Aid/CPR C, two Professional Development Events per year etc
- Completes required documentation of children's development and interactions
- Participates in and applies knowledge from research to children's learning
- Uses *How Does Learning Happen* as a resource to strengthen relationships
- Seeks opportunities to deepen connections and increase engagement of parents and children in care, providing further opportunities to get involved in other YMCA Programs



- Participates in Parent Involvement events
- Demonstrates appropriate behaviours in line with our Mission, Vision and Values as reflected in our YMCA competencies; takes a member focused approach to increase their understanding of programs offered across the Association. Represents the YMCA and the Association in a professional manner
- Understands and supports YMCA philanthropic commitments, connects with families and offers opportunities to give, either financially or their personal time, including participation in special events within the centre and community
- Understands the legal responsibilities and moral imperative to report suspected child abuse to Children's Aid Society
- Identifies the indicators of abuse and is prepared to report signs of child abuse to the Children's Aid Society
- Understands the importance of the volunteer-staff partnership and integrates the value of philanthropy and volunteerism in dealings with members, volunteers, donors and staff
- Other duties as assigned

Competencies:

- Member Focused
- Leadership
- Teamwork and Collaboration
- Planning and Initiative
- Effective Interpersonal Communications
- Ethics and Self-Management
- Relationship Building and Partnering

Work Environment:

- Interacts with students, teachers, administration, family members, visitors, government agencies/personnel under all circumstances
- Manual dexterity required to use desktop computer and peripherals
- Overtime as required

Qualifications:

- Experience working with children
- Working towards Early Childhood Educator Diploma, or a diploma in Child and Youth or related training an asset
- Knowledge of the Child Care and Early Years Act, How Does Learning Happen, ELECT Document would be an asset
- Well-developed interpersonal and relationship building skills; ability to establish rapport and excellent communication with members, staff and volunteers



- Excellent written communication skills
- Commitment to working in a socially inclusive environment; cultural sensitivity
- A capacity to work within a team and be part of a large multi-service, charitable Association
- Committed to the well-being of families and children
- Willing to participate in ongoing learning
- Valid First Aid and CPR training
- Police Vulnerable Sector Check