REXDALE WOMEN’S CENTRE

INTERNAL/EXTERNAL JOB POSTING

POSITION: 2 Register Early Childhood Educators - RECE

TIMEFRAME: APRIL 3, 2023 – MARCH 31 2024

**Start Date: April 2023**

HOURS: 27.5 hours per week,

**WORK CONDITIONS: In-Person work**

DAYS/HOURS OF WORK: Monday to Friday, work schedule between 9:15 a.m. to 3:30 p.m.

**Background**: The Rexdale Women’s Centre is a voluntary non-profit organization that provides a variety of services and programs to refugee and immigrant women and their families in a culturally sensitive, non-discriminatory and supportive environment where women and their families work together to provide their own wellbeing.

**Summary:** ECE staff is responsible to the RECE Program Supervisor and the Program Coordinator for the proactive and safe planning and organizing of activities for children whose parents are attending Language Training classes provide by the Rexdale Women’s Centre. The Early Childhood Educator will lead children in activities that encourage intellectual, physical and emotional growth.

**DUTIES AND RESPONSIBILITIES:  
I. SUPERVISION OF CHILDREN:**

* Provide safe, proactive supervision of children incorporating fine / gross motor, English language and social skills.
* Supervise children at all times.

**II. DOCUMENTATION:**

* Ensure that proper records are kept including daily attendance records, sign-in and out forms.
* Children participants and parents’ information

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**III. COMMUNICATION:**

* Communicate with parents and programme staff.
* Communicate/report to supervisor if an accident occurs.
* Fill out an Accident Report Form.

**IV. PROGRAMME PLANNING**:

* Develop and deliver a program geared to the needs of the individual child with respect for interests, special talents, individual style and pace of learning.
* Prepare a list of activities for the children in the programme.
* Ensure materials, equipment and appropriate refreshments are available.
* Work with agency staff to determine childminding needs and requirements.

**V. HEALTH AND SAFETY:**

* Ensure that the space is safe and clean before and after the programme.
* Conduct safety inspection of toys and equipment

**VII. ADMINISTRATION**:

* Complete all necessary documentation and submit to appropriate administration staff.
* Follow and comply with the RWC’s Children’s Services policy.
* Perform other administration duties as required and where appropriate.
* Attend meetings and workshops to develop and discuss new teaching methods.

**QUALIFICATIONS**:

* Bachelor's Degree or College Diploma in Early Childhood Education.
* Must be registered with the College of ECE with good standings
* Proven ability and experience in planning and implementing programs in a community-based, multicultural setting.
* Proven interpersonal skills and ability to work independently and as part of a team.
* Proven computer literacy skills (Microsoft Office, Microsoft Teams-SharePoint, Zoom, Google Classroom, etc).
* Sensitivity and understanding of issues faced by newcomers, refugees, and racial minority groups to Canada.
* A second language or culture an asset.
* Criminal Reference Check (Vulnerable sector screening) mandatory
* Up-to-date TB testing record mandatory
* Up-to-date First Aid Certificate mandatory
* Rexdale Women’s Centre encourages and support a full vaccination against COVID-19 for employees.

**We provide equal employment opportunity for all applicants and employees and do not discriminate on the basis of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, record of offences, marital status, family status, disability, or any other characteristic protected by local law.**

**We particularly encourage applications from Black people, Indigenous people, and people of colour, people with disabilities, members of the LGBTQ2+ community and those with varied areas of expertise and lived experiences.**

**We welcome and encourage applications from people with disabilities. Accommodations are available on request for telephone or email for candidates taking part in all aspects of the selection process.**

**Rexdale Women’s Centre subscribes to the Ontario Human Rights Act**

**Rexdale Women’s Centre is a United Way Anchor Agency Member**

**DEADLINE: Monday, March 27, 2023**

**Submit Resumes to:**

**HIRING COMMITTEE- CNC- Program**

**925 Albion Road, Suite 309**

**Rexdale, ON M9V 1A6**

**EMAIL: srivera@rexdalewomen.org**

**Only applicants who will be interviewed will be contacted**

