



## **East Richmond Community Association Preschool Instructor I**

Applications are now being accepted for a **Preschool Instructor I** at the **Cambie Community Centre** in our licensed Little Explorers school year preschool program. The successful candidates will contribute to a positive and encouraging learning environment following the play-based emergent curriculum for ages 3-5 year olds. The preschool environment is designed to develop the whole child socially, physically, emotionally and cognitively with an emphasis on outdoor activity.

### **Duties and Responsibilities:**

- Plan, implement, organize and lead preschool activities, special events, fundraising and field trips; assist in developing preschool curriculum.
- Assist volunteers and practicum students in the classroom.
- Attend to children's physical needs, which may include toileting and eating.
- Provide information to visitors wanting to hear about the program and/or see the classroom.
- Attend regular meetings with preschool instructors and Preschool Coordinator.
- Communicate problems or concerns with children, families, staff and external agencies.
- Recommend referrals or additional services for children with professionals such as behavioral therapists, occupational therapists and speech language pathologists.
- Monitor children in indoor and outdoor activities; conduct activities with children on an individual and group basis.
- Ensure classroom safety as outlined by Health Medical Safety regulations; follow proper centre protocol.
- Administer medications as required in accordance with established policy.
- Keep program facilities and equipment safe and clean, reporting any repairs and concerns to senior staff.
- Plan and organize classroom layout as well as outdoor play space.
- Provide input into budget; order supplies and equipment
- Work with agencies to acquire resources for children.
- Responsible to document and report child abuse to supervisors and the Ministry.
- Responsible to fill out accident report forms.
- Other related duties as assigned.

### **Required Qualifications:**

- Grade 12 plus an Early Childhood Education Certificate and two year's experience or an equivalent combination of education and experience.
- Standard, Childsafe or Emergency First Aid including CPR C.
- Criminal Reference check including vulnerable sector.
- Physician's note.
- 19+ years of age.
- Immunization Record.
- High Five Training (can be obtained after hire date).
- Enjoys being outdoors

### **Desirable Qualifications:**

- Post basic ECE training.
- Reggio Workshops.
- Montessori certificate.
- 2nd language.
- Sign language.
- Music background
- Food Safe.

### **Salary & Benefits:**

\$22.89-\$24.29 hour (plus Wage Enhancement for the 2024/2025 year)

4% in lieu of vacation per calendar year.

10 sick days per calendar year.

Extended Health benefits after 3 month probation is completed.

**Days and Hours of Work/Remuneration**

September 2024 – June 2025, Mon – Thurs 8:00am – 12:30pm.

Plus 2 hours prep time.

20/hrs wk.

Possible extra hours available.

**Send cover letter and resume to:**

Cambie Community Centre

Anne-Marie Olmstead-Wilcox, Preschool Coordinator

12800 Cambie Road, Richmond, BC V6V 0A9

Email: [Aolmstead-wilcox@richmond.ca](mailto:Aolmstead-wilcox@richmond.ca)

**Deadline to Apply: Friday, July 26, 2024.**

Only successful applicants will be contacted. Thank you to all applicants for their interest.

