



Job Description

Position	Early Childhood Educator – casual
Reports to	Program Manager
Effective Date	November 2018

JOB SUMMARY

Our Kids Count empowers individuals to build stronger families and inclusive communities by enhancing people’s lives through personal growth and development.

As part of the OKC team, the Early Childhood Educator (ECE) will:

- Provide opportunities for families in need of support to identify their needs and to develop strategies to respond to those needs within a community development model.
- Promote the development of leadership and peer helper skills and provide the necessary support enabling peers to practise and carry out these new skills.
- Be under the supervision of the program manager but will be expected to work independently with clear guidelines defining their role.

OKC involves families in all aspects of program planning, implementation and evaluation.

PRIMARY RESPONSIBILITIES

- to demonstrate respect for the diversity of individuals
- to plan a child development program based on observation and child development theories
- to ensure that the playroom is safe, clean and inviting
- to model appropriate communication skills to help develop positive relationships with parents, children, staff, and community.
- to build relationships with children and guide behaviour toward the goal of self-discipline using positive guidance techniques.
- get down to children’s level and actively participate in activities that children are doing
- to provide parents with information needed to support them in their parenting role, i.e. articles, books, referrals
- to be open to new challenges, provide input into solutions that will enhance the programs at OKC
- to complete all required forms and ensure all information is forwarded to the appropriate place
- to complete tracking sheets

EDUCATION/EXPERIENCE

- Degree or diploma in Early Childhood Education
- Minimum two years' experience working with children from high risk populations in a child care related position

SKILLS & ABILITIES

- ability to plan a program that is developmentally appropriate
- ability to work independently or as part of a team
- ability to supervise others, strong organizational skills, excellent communication and interpersonal skills demonstrating solid problem solving ability
- willingness to work flexible hours
- willingness to learn and try new things in regards to programming
- respect for maintenance of confidentiality
- responsive to the needs of a multicultural community ,keen interest in the well-being of children and families

CONDITONS OF EMPLOYMENT

- Willingness to work flexible hours, some evenings or weekends
- Willingness to volunteer for Our Kids Count activities
- Car and valid driver's license

ASSESTS

- First Aid & CPR
- Criminal Reference Check Enhanced

REVIEWED BYEXECUTIVE
DIRECTOR*Date*PROGRAM
MANAGER*Date*