**EARLY CHILDHOOD EDUCATOR (NOC 4214)**

**GROW WITH JOY limited**

**Date Closed:** Until Filled

**Location:** Whitehorse, Yukon

**Hours:** Full-time (40 hours), days, evenings, and weekends

**Salary:** ECE Level 3: $30.51 / Hour / ECE Level 3 Equivalent: $26.16 / Hour

**Duration:** Permanent

**Job Description/Duties:**

* Create developmentally appropriate lesson plans
* Keep records on individual children, including daily observations information about activities, meals served, and also medications administered
* Instruct children in health personal habits, like eating, resting, and also toileting
* Read to children, teach them simple painting, drawing, handicrafts, and also songs and rhymes
* Organize toy materials to make sure order in activity areas
* Observe and monitor children’ s play activities
* Sterilize bottles and prepare formulas (for infants and toddlers and if needed)
* Dress children/change diapers
* Perform housekeeping duties, like laundry, cleaning, dish washing, and also changing of linens
* Accompany children to and from daycare, and on outings
* Sanitize toys and play equipment
* Maintain a safe play environment
* Communicate with children’s parents or guardians about daily activities, behaviors, and also related issues
* Assist in preparing food as well as serving meals, refreshments to children
* Regulate children’s rest periods
* Perform general administrative tasks, like taking attendance, and making phone calls
* Organize as well as participate in recreational activities like outings, outdoor games and field trips
* Perform general personnel functions, like supervising, training, and also scheduling

**Requirements/Qualifications:**

* Early Childhood Level (2, 3)
* First Aid Training Certificate
* RCMP (Criminal Record Check)
* Medical Exam Immunization Records
* Tuberculosis Test

**Contact Information:** Joy Agus (Owner/Operator), Ammilou Pelayo (Supervisor)

**Apply with cover letter, resume, and references or inquiry:**

**By Email:** growwjoy@northwestel.net