

**LANGLEY COMMUNITY SERVICES – INTERNAL/EXTERNAL JOB POSTING FP 02-25****Family Place Program North & South**

**Job Title:** Early Childhood Educator/Family Place Facilitator  
**Department:** Child & Family Services – Family Place  
**Start Date:** ASAP  
**Salary:** \$26.95 - \$30.76 depending on qualifications and experience  
**Hours:** Temporary Part time (21 hours per week)  
**Date:** Open until filled

**Job Summary:**

Provides direct support and care to children ages 0-6 and their caregivers in a play-based, developmentally appropriate, and responsive early learning environment. This position requires an individual with strong facilitative skills, exceptional working understanding of healthy child development and the ability to communicate effectively and proactively with parents and caregivers. Actively assists in gathering information and resources for families with children under 6 years of age and connects them to relevant services within the community.

**Key Duties and Responsibilities:**

- Adheres to the policies and standards of Langley Community Services Society, as established in policy and program manuals, Health & Safety Guidelines, job descriptions, written memos, and verbal agreements.
- Creates a warm, supportive, healthy and engaging early learning environment for both children and caregivers
- Plans for developmentally appropriate activities and experiences for the children.
- Facilitates the inclusion of all children and caregivers and fosters opportunities to build and strengthen familial relationships within the learning environment
- Facilitates, educates and models appropriate behavior and techniques for caregivers that are easily transferable to the home environment
- Provides education and support to families to help support their child's health, social, emotional, cognitive and physical development
- Connects families with other community agencies, community programs, services providers and resources
- Provides a daily nutritional snack that is both healthy and affordable
- Maintains all necessary documentation, statistics and records as required

- Ensure a healthy, safe environment. Identifies and removes potential health hazards. Reports all incidents of suspected child abuse to the supervisor and follows organizational procedures and governmental legislation.
- Represents the agency at community events as required.
- Performs other related duties as required.

### **Reporting relationships**

- The ECE reports to the Program Manager

### **Education, Training and Experience:**

- Early Childhood Educator ECE Certificate
- A valid ECE Certificate
- First Aid certificate, including CPR for adults and children
- FoodSafe training/certification
- Strong Knowledge and awareness of family, parenting, cultural issues, age-appropriate programming, and developmental needs of children
- Three years' experience within an Early Childhood environment
- Experience working with different cultures and multicultural sensitivity
- An equivalent combination of education, training & experience may be considered.

### **Job Skills and Abilities:**

- Excellent working knowledge of child development, family systems, early learning, community and childcare issues
- Plans, carry out, and evaluate developmentally and culturally appropriate activities and experiences for children using modeling, observing, questioning, demonstrating, and reinforcing techniques.
- Identifies the abilities, interests and need of children and their parents/caregivers and develops individualized and group curriculum based on these.
- Reports on progress, behaviors, and other issues
- Administers first aid and assistance in accordance with established policy
- Communicates with families about children's growth and development.
- Confers with the program manager and team staff with regard to unusual or problematic issues in order to give support and direction to parents.
- Provides parenting skill building to clients on issues such as parent-child interaction, child development, discipline and guidance, and behavior management
- Experience planning and implementing a culturally and developmentally appropriate and effective early learning, play-based environment for children 0-6 years of age
- Coordinates with team staff to discuss, plan and assess program activities in light of program goals and objectives, and in conjunction with organizational policies and procedures.
- Maintains and purchases activity materials and snacks within the allocated petty cash fund, keeping accurate records and submitting receipts.

- Provides work direction to on-call casual staff where necessary/required
- Strong written and interpersonal skills
- Ability to lift up to 20 lbs. and remain on your feet for the duration of the shift
- Sound knowledge of Langley's community service agencies, programs, and resources
- Excellent organizational and time management skills
- Ability to work both independently and as part of a team
- Proficiency in MS Word, Excel, email, and internet use
- Excellent written and oral English skills and group facilitation

**Additional Information:**

- Criminal Record Check required.
- Union Membership required.
- Flexibility to work within varying Family Resource Environments and Locations.
- Flexibility to work mornings/afternoons, occasionally evenings and weekends.
- Extended Health, Dental after 3 months of employment

**TO APPLY:**

Please reply with Cover Letter and Resume, quoting Posting Number **FP 02-25** to:

**Langley Community Services Society**  
**Attention: Tracie McIver, Senior ECE**  
**5339 – 207 St, Langley, BC V3A 2E6**  
**Email: [tmciver@lcss.ca](mailto:tmciver@lcss.ca)**

*Please note that only persons selected for an interview will be contacted*