



## **Early Childhood Educator (ECE) Early Childcare Assistant (ECA) (Floater & Split Shift)**

Villa Charities Inc. (VCI) is a registered charity and non-profit organization that enriches lives through experiences and services that honour Italian culture and heritage. For more than 50 years across the GTA, Villa Charities has provided cultural and educational programs and supported culturally sensitive long-term care and independent living apartments for seniors. VCI fulfills their mandate through a broad range of activities, services and facilities, both directly and in conjunction with its affiliates and independent organizations. Affiliates include Columbus Centre and Joseph D. Carrier Art Gallery; Villa Colombo Homes for the Aged Inc. in Toronto; Villa Colombo Seniors Centre (Vaughan) Inc. Di Poce Centre; and Italian Canadian Benevolent Seniors Apartments Corporation/Casa Abruzzo Benevolent Corporation with apartments for independent seniors (Caboto Terrace, Casa Del Zotto and Casa Abruzzo). Each of these organizations is an integral part of the Villa Charities family with separate legal status and its own governance Board. For more information visit [villacharities.com](http://villacharities.com).

Additionally, Villa Charities is Great Place to Work® Certified™, an official recognition for employers who create an outstanding employee experience and an amazing workplace culture. Every day, our team works hard to deliver our mission of enriching lives through experiences and services that honour Italian culture and heritage.

Villa Charities Inc. is currently recruiting for energetic, motivated Early Childhood Educator (ECE) and/or Early Childcare Assistant (ECA) to teach a variety of educational subjects and developmental skills to children, from toddlers to preschool. The ECE will have excellent communication skills when discussing students' problems and progress with parents, to ensure constant communication about the children's development.

### **Job Summary**

The incumbent in this position is required to provide quality supervision and guidance of daily activities for toddlers and school-age children.

**Split shift:** In this position, you will be required to work a split shift (Pre-School and after-school hours) during the days the children are in school(5.5 hours per day) On days children are not in school (noninstitutional days), you will be required to work an entire day shift. This position is for the after-school programs we run at various school locations.

**Floater:** This position is full-time (7.5 Hours a day), and you are expected to work between various classrooms/ locations as required to cover the vacation of other staff. This position may have to work one of the locations per the schedule provided.

## **What we offer**

- Competitive salary
- Comprehensive benefits package
- Free gym/health club membership
- GRRSP contribution
- New Employee Mentorship program
- Employee Group Discounts
- Employee Assistance Program
- Wellness Programs
- Tuition/ professional membership reimbursement
- Employee referral program

## **Major Responsibilities**

- Communicate effectively with colleagues, parents and children and the ability to work with a team
- Plan and develop child care programs in accordance with provincial standard of **Early Learning for Every Child Today (ELECT)**
- Provide supervision and guidance of daily activities, and special activities
- Provide opportunity for creative expression through the mediums of art, dramatic play and music
- Assess the developmental level of children
- Establish guidelines for behaviour
- Conduct and monitor activity programs designed for young children
  
- Prepare craft materials and assist children to use them
- Prepare and serve snacks
- Arrange transition periods such as transitioning from room to room, hand washing, lunch etc
- Observe children and report on observations to supervisor
- Discuss progress and problems of children at staff meetings
- Assist in maintaining records of children
- Takes inventory, organizes and replenishes supplies
- Assist in housekeeping duties i.e. sanitizing tables, toys, furniture

## **Qualifications Required**

- Early Childhood Education Assistant Diploma an asset
- Knowledge of subsidy and Quality Assessment (AQI) with the City of Toronto
- Knowledge of **Early Learning for Every Child Today (ELECT)**
- Knowledge of licensing regulations
- Self manages on-going professional development
- Experience working with toddler/preschool children
- Demonstrates ability to maintain an effective work relationship with families, colleagues and service providers

- Effective interpersonal, communication and leadership skills
- Fluent in English, both oral and written
- Current CPR/First Aid certificate
- Current Criminal Reference Check Report (Vulnerable Sector)
- Current Immunization Records

## **Locations**

**You may need to work in one of the following centers on a daily basis.**

- 1. St Raphael Catholic School, 3 Gade Dr, North York, ON M3M 2K2 (Split Shift1 ECE+1ECA)**
- 2. Our Lady of the Assumption Catholic School, 125 Glenmount Ave, North York, ON M6B 3C2 (Split Shift 2 ECE + 2ECA)**

## **Salary**

ECE - \$25-27 per hour

ECA \$20-24 per hour

Internal Supply \$18:50 -20 per hour

## **GENERAL RECRUITMENT STATEMENT**

Villa Charities Inc. is an equal opportunity employer committed to a diverse and inclusive workplace. We recruit and hire without discrimination and are committed to fair and accessible recruitment practices.

Accommodation is available upon request for candidates participating in all stages of the recruitment and selection process, in accordance with applicable legislation.

Villa Charities Inc. does not use artificial intelligence in its recruitment process. We thank all applicants for their interest; only those selected for an interview will be contacted.

This posting is for an existing vacancy.

## **HOW TO APPLY**

Interested in making a lasting impact with a collaborative and high performing team? Please email your resume and cover letter to **[careers@villacharities.com](mailto:careers@villacharities.com)**.

