

Certified Instructor II Early Childhood Educator Assistant (ECEA)

Approval Date: February 2026 **Department:** Recreation and Culture

☐ IAFF

☒ CUPE

☐ Management

Title of Management Supervisor: Recreation Program Manager

General Accountability:

Purpose and Scope

Reporting to the Recreation Program Manager and taking direction from Program Coordinators, Programmers and/or Assistant Programmers, the Early Childhood Educator Assistant (ECEA) - Certified Instructor II supports the delivery of early learning programs by assisting with the planning and facilitation of developmentally appropriate activities aligned with the BC Early Learning Framework and licensing standards. Ensures a safe, healthy, and welcoming environment for children and their caregivers, while promoting child-directed learning and positive engagement. Provides leadership in program delivery and supports other early years' initiatives as needed.

Nature and Scope of Work

- Assist with planning, implementing and evaluating a range of developmentally appropriate activities and experiences that support child-directed learning, and meet the goals of the BC Early Learning framework and licensing requirements and meet the Family Place contractual objectives.
- Maintain a healthy and safe environment that meets licensing requirements, ensuring the safety, care and security of program participants.
- Engage with all participants, parents, caregivers and program partners in a positive and proactive manner to ensure a welcoming and supportive environment.
- Lead and support other Early Years' programs as needed.
- Ensure equipment and facilities are used safely and properly.
- Ensure ongoing communication with participants, parents, caregivers, program partners, coworkers and supervisors.
- Work cooperatively with other program staff and program partners to promote inclusion.
- Provide excellent customer service for all recreation users.
- Comply with guidelines, procedures and licensing requirements in the early learning program area.
- Participate in meetings, leadership and teambuilding activities as needed.
- Other duties as required.

Necessary Qualifications

Knowledge:

- Thorough knowledge of early years and child development.
- Thorough knowledge of age-appropriate games, sports, and crafts, as well as child-centered programming.
- Working knowledge of the Early Learning Framework.
- Working knowledge of License Preschool Licensing regulations.
- Working knowledge of positive behavioral support practices, including transitions, de-escalation techniques, recognizing triggers, and using prompts and cues.
- Working knowledge of practical strategies to adjust the environment to meet participants' needs.

- Working knowledge of sensory-friendly spaces and activities.
- Basic Knowledge of WorkSafeBC regulations and safe work procedures.

Skills:

- Skilled in facilitating indoor and/or outdoor activities, as needed for program area.
- Excellent communication skills.
- Excellent group management skills.
- Excellent customer service skills.
- Demonstrates Departments Core Values of Trust, Respect, Integrity, Communication and Kindness.

Abilities:

- Ability to work within and contribute to a positive team environment.
- Ability to maintain a positive attitude and a high degree of enthusiasm.
- Ability to proactively and positively manage children's behaviors.
- Ability to be adaptable and flexible to ensure inclusion and support program participants.
- Ability to foster positive peer relationships and friendships.
- Ability to assist with planning quality programs relevant to the program area.
- Ability to work independently with minimal supervision.
- Ability to lift and transfer participants as related to the program area.
- Ability and willingness to contribute to a respectful, safe and supportive work environment that embraces diversity, along with treating everyone with courtesy, dignity and fairness.

Education:

- Grade 12

Training/Certification:

- Early Childhood Educator Assistant (ECEA) Certification
- Emergency First Aid with Child CPR C
- Must successfully attain and maintain a clear criminal record and vulnerable sector check.

Experience:

- Minimum of one (1) year experience working with children in a preschool or early learning program environment, within the last seven (7) years.

Preferred Criteria (For External Candidates Only)

- Responsible Adult Training
- High Five
- Food Safe
- Class 4 Driver's License

Unusual Working Conditions

- Working outdoors in all weather conditions
- Evening, weekend and split shifts may be required
- Some duties require physical stamina and strength