



Join a dynamic and exciting team. Open yourself to a wealth of opportunities in your career in child care.

## Summer School Age Child Educators

In coordination with the Canada Summer Jobs initiative, VSOCC is looking for 4 **Summer School Age Child Educators** for our Out of School Programs. These positions will be of particular interest to full-time post-secondary students intending to return to university or college in Sept 2018.

### You will have strengths in:

- Planning, implementing and evaluating activities and experiences to meet individual and group needs of all children and families in an out of school program
- Planning and implementing programming which focuses on education, recreation, leadership, arts and sports
- Guiding and caring for a group of children ages 5 years to 12 years
- Encouraging learning and developing positive self-concepts for children
- Ensuring a healthy and safe environment for children and their families
- Effective and cooperative team work and communication
- Maintaining positive and supportive relationships with parents and teachers

### You will have:

- Completed grade 12, be at least 19 years of age, and attended full-time studies in the 2017/2018 Academic Year and are returning to full-time school in Sept 2018.
- Completed a course or a combination of courses, of at least 20 hours duration in child development, guidance, health and safety or nutrition (e.g. "Responsible Adult" course).
- Post-secondary training in social work, recreation, education, arts or related fields preferred.
- Childcare First Aid and Food Safe training and certification.
- Experience working with a variety of cultures and family dynamics.
- Well-developed interpersonal skills, including oral and written communication.
- Strong interest in planning and implementing activities for school age children.

### Your additional assets may include:

- Preferred School Age Child Care and/or ECE certification, or working towards certification
- A second language

### Terms of Employment:

Salary: \$20.67 per hour (Effective July 1<sup>st</sup>, the wage will increase to \$21.18)

Temporary full-time for 7.5 hours per day

Starting: June 25<sup>th</sup> to August 31, 2018 (inclusive)

*This position is partially funded by the HRDC Canada Summer Jobs Program. Candidates must meet the criteria for this program in order to be eligible for this position. Although VSOCC has received funding in previous years, funding for the current summer program is not yet confirmed.*

### Apply by Friday, April 27<sup>th</sup> 2018 to:

Program Director

Vancouver Society of Children's Centres

200 - 1362 Seymour Street, Vancouver, B.C. V6B 3P3

Fax: 604-718-6565 || Email: [careers@vsocc.org](mailto:careers@vsocc.org)

\* Please include reference **#SA180312** in your application

This position is open to male and female applicants and is unionized with BCGEU.

We thank all applicants. However, only those candidates to be interviewed will be contacted.

No phone calls please.



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## Clerical Assistant (Summer)

In coordination with the Canada Summer Jobs initiative, VSOCC is looking for a temporary full-time Clerical Assistant for our Head Office. The Clerical Assistant assists the agency in a variety of clerical, administrative and receptionist duties. This position will be of particular interest to full-time post-secondary students intending to return to university or college in Sept 2018.

This position requires a responsible, flexible, personable and organized team player with strong time management skills.

### Duties:

- Receptionist duties including answering the telephone, responding to emails, dealing with clients.
- Customer Service.
- Word processing, typing and formatting documents.
- Meeting logistics and minute taking.
- Basic maintenance of databases and information and technology systems.
- Maintaining and organizing filing systems.
- A range of office systems and processes including ordering supplies and equipment.

### You will have:

- Completed grade 12, be at least 19 years of age, and attended full-time studies in the 2017/2018 Academic Year and are returning to full-time school in Sept 2018.
- At least 1 year of general office experience that includes reception and clerical functions.
- Demonstrated ability to type 60 words per minute.
- Working knowledge of MS Office, Access, Crystal Reports and experience with a variety of office equipment.
- Experience in basic PC trouble-shooting.
- High degree of accuracy and attention to detail.
- Valid First Aid certificate (OFA)

### Your additional assets include:

- Ability to organize, multi-task and carry out the duties of the position with independence.
- Responsible, reliable, flexible team player.
- Strong written and verbal communication.
- Strong interpersonal skills including dealing with people in a positive and professional manner.
- Experience with Sage CRM

### Terms of Employment:

Salary: \$18.79 per hour (Effective July 1<sup>st</sup>, the wage will increase to \$19.26)

Temporary full-time for 7.5 hours per day from June 18 to August 24, 2018 (inclusive)

*This position is partially funded by the HRDC Canada Summer Jobs Program. Candidates must meet the criteria for this program in order to be eligible for this position. Although VSOCC has received funding in previous years, funding for the current summer program is not yet confirmed.*

**Location:** VSOCC Administration Office

### Apply by Tuesday, April 17, 2018 to:

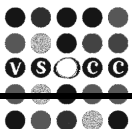
Director of Finance & Administration  
Vancouver Society of Children's Centres  
200 - 1362 Seymour Street, Vancouver, B.C. V6B 3P3  
Fax: 604-718-6565 || Email: [careers@vsocc.org](mailto:careers@vsocc.org)

\* Please include reference **#CA180403-SUMMER** in your application

This position is open to male and female applicants and is unionized with BCGEU.

We thank all applicants. However, only those candidates to be interviewed will be contacted.

No phone calls please.



# VANCOUVER SOCIETY OF CHILDREN'S CENTRES

## School Age Educator

VSOCC is a not for profit childcare organization that currently employs 260 staff in 15 locations in Downtown Vancouver and Olympic Village. We are growing rapidly and opening our sixteenth location in 2018.

### You will have strengths in:

- Planning, implementing and evaluating activities and experiences to meet individual and group needs of all children and families in an out of school program.
- Planning and implementing programming which focuses on education, recreation, leadership, fine arts, sports, environmental awareness, and civic engagement.
- Guiding and caring for a group of children ages 5 years to 12 years.
- Encouraging learning and developing positive self-concepts for children.
- Ensuring a healthy and safe environment for children and their families
- Effective and cooperative team work and communication.
- Maintaining positive and supportive relationships with parents and teachers.

### You will have:

- Completed grade 12 and be at least 19 years of age.
- Completed a course or a combination of courses, of at least 20 hours duration in child development, guidance, health and safety or nutrition.
- Post-secondary training in social work, recreation, education, arts or related fields preferred
- First Aid and Food Safe training and certification
- Minimum six months experience working in a similar environment
- Experience working with a variety of cultures and family dynamics
- Well-developed interpersonal skills, including oral and written communication
- Excellent teaching skills
- Strong knowledge and skills in planning and implementing activities for school age children

### Your additional assets may include:

- ECE Assistant certification
- Current class 4 driver's license
- A second language

### Terms of Employment:

Salary: \$20.67 per hour plus benefits

Permanent part-time position: 27.5 hours per week (5.5 hours a day; split shift); 7.5 hours per day during Winter, Spring, and Summer breaks and on Professional Development days

Location: Elsie Roy/ Dorothy Lam School Age Program

Start date: As soon as possible

**Closing Date/Time: 5:00pm on Friday, April 27<sup>th</sup>, 2018**

**Please reference posting #SAE180312 in your email subject line and/or application.**

School Age Coordinator

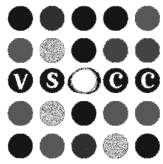
Vancouver Society of Children's Centres

200 - 1362 Seymour Street, Vancouver, BC, V6B 3P3

Fax: 604-718-6565 | Email: [careers@vsocc.org](mailto:careers@vsocc.org)

**This position is open to male and female applicants and is unionized with BCGEU.**

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# VANCOUVER SOCIETY OF CHILDREN'S CENTRES (VSOCC)

## Early Childhood Educator

VSOCC is a not for profit childcare organization that currently employs 260 staff in 15 locations in Downtown Vancouver and Olympic Village. We are growing rapidly and opening our sixteenth location in 2018.

### You will have:

- ECE certification & license
- Infant/Toddler certification & license
- First Aid training and current certification
- Food Safe certification
- Well-developed interpersonal skills, including oral and written communication
- Strong knowledge and awareness of:
  - BC Early Learning Framework
  - Emergent curriculum
  - Developmental needs of children
  - Family engagement strategies and parenting issues and needs
- Knowledge of broader child care field and its role in the community

### You will be responsible for:

- Planning, implementing and evaluating activities and experiences to meet individual and group needs of all children and families of a child care program.
- Guiding and caring for a group of children ages 3 months to school age
- Encouraging learning and developing positive self-concepts for children
- Ensuring a healthy and safe environment for children
- Effective and cooperative team work and communication
- Maintaining positive and supportive relationships with parents and families

### Additional assets may include:

- One year child care experience
- Child care experience working in an inclusive child care setting
- Special Needs certification & license
- Second Language

### Terms of Employment:

- Salary: \$22.70 per hour plus benefits
- Permanent full time (37.5 hours)
- Starting: To Be Determined

**Closing Date/Time: 5:00pm on Friday, April 27<sup>th</sup>, 2018**

**Please reference posting #ECE180126 in your email subject line and/or application.**

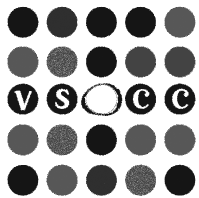
Vancouver Society of Children's Centres

200 - 1362 Seymour Street, Vancouver, B.C. V6B 3P3

Fax: 604-718-6565 or Email: [careers@vsocc.org](mailto:careers@vsocc.org)

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VANCOUVER SOCIETY OF CHILDREN'S CENTRES (VSOCC)

## PROGRAM SUPERVISOR I

### Permanent Full Time

VSOCC is a not for profit childcare organization that currently employs 260 staff in 15 locations in Downtown Vancouver and Olympic Village. We are growing rapidly and opening our sixteenth location in the Spring of 2018. As such, we are hiring qualified and enthusiastic people to join our expanding team.

#### You will have:

- ECE certification with valid BC license to practice
- First Aid training and current certification
- Food Safe Level 1 certification
- Minimum 3 years' experience working in a licensed child care with infant and toddlers.
- Minimum 1 year supervisory experience.
- Well-developed interpersonal skills, including excellent oral and written communication
- Strong knowledge and awareness of:
  - Child development and use of developmental screening tools
  - BC's Early Learning Framework and an emergent curriculum approach
  - Family engagement strategies and parenting issues within a diverse community
- Knowledge of leadership strategies, group process, facilitation techniques and team building
- Knowledge of supports & resources for families and for children with extra support needs
- Knowledge of broader child care field and its role in the community
- Ability to take initiative, work independently and demonstrate good judgment
- Responsible, reliable, well-organized, flexible, team player who loves learning and innovation
- Functional computer literacy in Word, Excel and Outlook

#### You will have responsibility for:

- Nurturing, guiding and caring for children
- Fostering a strong sense of belonging, inclusion and collaboration
- Creating a welcoming, engaging, flexible play-based learning environment
- Planning, implementing, documenting and evaluating emergent curriculum that reflects the individual and group interests and needs of children and families
- Providing for the health, safety and emotional wellbeing of children
- Building and maintaining strong "shared caring" partnerships with families
- Maintaining supportive, collaborative relationships with VSOCC colleagues and community partners.
- Leading teams, supervising ECE professionals, upholding agency-wide policies/procedures and licensing regulations

#### Your additional assets may include:

- IT and/or Special Needs Certificate & License
- A Second Language
- Post-secondary education in related field

#### Terms of Employment:

- Permanent full-time position (37.5 hours per week)
- Salary: \$25.28 per hour plus benefits
- Starting: April 2018

#### Apply by Friday, April 27<sup>th</sup> 2018 to:

**Program Coordinator Manager - Posting # PS1-180208**

Vancouver Society of Children's Centres

200 - 1362 Seymour Street, Vancouver, BC, V6B 3P3 Fax: 604-718-6565 or Email: [careers@vsocc.org](mailto:careers@vsocc.org)

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# Vancouver Society of Children's Centres

Employment Opportunity

## Join our "ON-CALL" Casual Staff Team

**"On-Call" casual employment with VSOCC offers: a chance to gain valuable work experience in 30 licensed child care programs, increased opportunities to be considered for permanent positions, flexible part-time work while you are in school, ongoing professional development... Over 50% of VSOCC's regular staff started with us as part of our dynamic "casual team"!**

**"On-Call" staff are scheduled when our regular staff are away on vacation or on leave. Every day, VSOCC needs 15 - 30 casual staff in our:**

- Licensed Infant, Toddler, 3-5 group daycare, Preschool, and Junior K programs
- Licensed Before and After School programs

### **You will have:**

- Completed Grade 12 and be at least 19 years of age.
- ECE Certification or ECE Assistants actively in training.
- Basic First Aid training and certification
- Training and experience in children's programs, recreation, teaching, or in a related field.
- Good knowledge and understanding of age-appropriate programming and developmental needs of children
- Good knowledge and awareness of BC's ELF and emergent curriculum.
- Experience working with a diverse population of children and their families.
- Initiative, creativity, and enjoy change
- Good communication skills
- Strong team player

### **Terms of Employment:**

- Salary: \$17.88 per hour + 8.2% of salary in lieu of vacation and stat. holidays

**Application forms are available on our website ([www.vsocc.org](http://www.vsocc.org)), at our administration office (200 - 1362 Seymour Street), or call our office (604-718-6555) for a fax or e-mail copy at [careers@vsocc.org](mailto:careers@vsocc.org).**

**Please send your application to us.**

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