

## Charlotte Birchard Centres of Early Learning



### CAREER OPPORTUNITY

Date: December 2017

Job Title:

Extended Day Program: Registered Early Childhood Education (RECE) (Contract)

Reports To:

Program Supervisor / Executive Director

Location:

Westboro Children's Centre, 407 Hilson Ave., Ottawa

**WESTBORO Children's Centre is looking for a RECE to work in our Extended Day Program Monday- Friday, 20 hours a week – Shift 1:30 -5:30 pm (with supply opportunity as needed in our early learning and care program) – 7.5 hours during Non-Instructional days.**

**ABOUT The Charlotte Birchard Centres of Early Learning, please visit [www.cbcel.ca](http://www.cbcel.ca)**

Looking for RECE to join an amazing team! – Westboro Children's Centre has openings for energetic, creative, and dynamic Registered Early Childhood Educators or someone with a diploma in a related field such as a Child and Youth Worker to work with school age children. Candidates must be certified in Standard First Aid and CPR training and have a clear police reference check with Vulnerable Sector Screening. Working knowledge of How Does Learning Happen and ELECT are an asset.

Abilities must include: professional and best practice skills with colleagues, children, families and the community as well as strong programming skills. Candidates should possess the ability to demonstrate excellent written and verbal communication and be able to work as part of a committed and dedicated team. Knowledge of Ministry of Education CCEYA, 2014 legislation are a benefit.

### KEY OBJECTIVES:

To perform duties in accordance with the mission statement and core values of CBCEL and the mandate of Group Programs.

To provide high quality child care in a group setting that meets the diverse needs and promotes optimum physical, social, emotional, cognitive and intellectual development of the children in the program .

To take responsibility for their own learning and make decisions about ways to integrate knowledge from theory, research, their own experiences to foster children's learning and development.

### QUALIFICATION

- Diploma in a related field (College diploma in Child and Youth Worker or Registered Early Childhood Educator qualifications are required for some programs)
- Current Standard First Aid and CPR certification.
- Updated Health Assessment and Immunization
- Clear Police Reference Check for Vulnerable Sector (within 6 mths of employment)
- Leadership qualities, positive attitude and strong interpersonal skills
- Proven ability to work effectively and professionally in a multi-faceted environment
- Possess strong communication skills both verbal and written
- French language would be an asset

Salary to be discussed at the time of the interview (dependant on qualifications and experience)

### How to Apply

Please send resumes and cover letters by December 8, 2017 to

Cathy Romano-Franzese, Executive Director

Email: [westborochildrenscentre@cbcel.ca](mailto:westborochildrenscentre@cbcel.ca)

Only qualified individuals being considered for the position will be contacted for an interview.

Westboro Children's Centre  
407 Hilson Avenue  
Ottawa, Ontario K1Z 6B9

Greenboro Children's Centre  
1400 Cahill Drive  
Ottawa, Ontario K1T 2Y9

Incorporated as the Charlotte Birchard Centres of Early Learning  
Registered Charity #11925 2369 RR 0001

*Working together to give all children the same quality, the same chance.*