

EARLY CHILDHOOD EDUCATOR

(INTERNAL/EXTERNAL POSTING)



Inuuqatigiit Centre for Inuit Children, Youth & Families is a multi service non-profit organization serving Inuit children, youth, and their families, dedicated to providing cultural, educational, and support services in a caring, respectful, and collaborative environment that fosters strong and proud Inuit children and families.

Position # 2024
Position Title ECE – Canada Summer Jobs
Posting Date May 3, 2024
Closing Date June 30, 2024
Start Date ASAP
Position Status Full time, determinate (ending August 31, 2024)
Salary \$20.00/ hour

POSITION SUMMARY

Under the supervision of the Manager, Early Years, the Early Childhood Educator plans, coordinates and delivers childcare for Inuuqatigiit Centre's programs.

KEY DUTIES AND RESPONSIBILITIES

- Provide a culturally appropriate program environment for children and parents;
- Use a variety of outreach strategies to promote child and family programs/activities;
- Participate fully and consistently as a team member in planning and delivering all activities for the children, youth and parents and in the overall operation of the program;
- Engage in positive collaboration with other programs and staff in coordinating the effective use of equipment, facilities and personnel;
- Under the guidance of Manager, recognize and respond to the needs of each child by using positive child guidance;
- Identify and report on concerns, issues and hazards related to the delivery of child, youth and family program to the Coordinator; and
- Assisting in preparation of healthy meals and snacks for programs including country food.
- Understand and adhere to all program policies (e.g. health and safety);
- Participate as a team member in supervising children in programs;
- Comply with all recording and reporting requirements outlined in Inuuqatigiit Centre's policies and procedures (e.g., incident reports);
- Maintain program equipment in good repair and share responsibility for keeping a healthy and safe program space; and
Sanitize the toys as outlined in policies and procedures.
- Maintain accurate client information in Inuuqatigiit Centre's database;
- Maintain thorough, orderly, and confidential administrative documents required by funder and Inuuqatigiit (e.g. participation records, intake files, children's files);
- Meet all tracking, evaluation, and reporting requirements of funder and Inuuqatigiit Centre (attendance, project statistics, project targets, surveys, etc.); and
- Attend staff meetings and training sessions as required.

ENVIRONMENTAL FACTORS

- Must demonstrate stress resistance and stamina in working with children
- Regular physical activity associated with program activities, and carrying material/ supplies

- Mental effort is required to deal with stress related to safety and security of children and delivery of programming and effectively deal with crisis

KNOWLEDGE AND SKILLS

- Written and spoken fluency in Inuktitut an asset
- Experience working with Inuit or Indigenous communities
- Knowledge of the needs of Inuit youth
- Knowledge of Inuit culture and community
- Knowledge of Inuit and non-Inuit community services and supports

- Ability to communicate effectively orally and in writing
- Ability to work in a collaborative staff team environment
- Ability to function effectively in a high stress, high noise environment
- Ability to respond effectively in crisis situation
- Flexibility, enthusiasm, and commitment to youth

QUALIFICATIONS & REQUIREMENTS

- Must meet eligibility requirements for Canada Summer Jobs
- Early Childhood (ECE) diploma or equivalency required;
- Registration with the Ontario College of ECE or working towards;
- Minimum one-year experience working with preschool/toddler age children;
- Minimum one-year experience working with Inuit or Indigenous communities;
- Enthusiasm, flexibility, dedication, and commitment to children;
- Knowledge of the needs of Inuit children and families;
- Ability to work in a collaborative staff team environment; and
- Ability to function effectively in a high stress, high noise environment.

Please apply with a cover letter and up-to-date resume to: Human Resources Department, at jobs@inuukatigiit.ca

Note that accommodations are available for applicants with disabilities throughout the recruitment process. If you require specific accommodations, please contact the HR Department through the contact information provided above, so that we can make suitable arrangements with you.

When two equally qualified candidates are considered for the same position, preference will be given to the candidate of Inuit descent.

We thank all who apply for this position. Only those applicants selected for an interview will be contacted.