



# THOMPSON COMMUNITY ASSOCIATION

5151 Granville Avenue, Richmond, British Columbia V7C 1E6 • Telephone 604-238-8422

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## Job Posting **Substitute Preschool Instructor**

Applications are being accepted on an on-going basis for the position of **Substitute Preschool Instructor** at Thompson Community Centre.

Thompson Community Association works in partnership with the City of Richmond to provide services ranging from preschoolers to seniors. The facility has a large gymnasium, fitness centre, programming rooms and is surrounded by Thompson Community Park. If you value working in a team environment and making a difference in the community this position is for you.

### **Job Summary:**

Reporting to the Preschool Coordinator, Community Facilities Coordinator or Director of Child Care Services assists with the development and implementation of a comprehensive community based preschool program for ages 3-5yrs.

### **Duties and Responsibilities:**

#### Programming

- Assist with the development, planning and implementation of a comprehensive preschool program; organize and lead preschool activities, special events, fundraising and field trips; develop preschool curriculum

#### Supervisory

- Assist volunteers and practicum students in the classroom

#### Customer Service/Communication

- Attend to children's physical needs, which may include toileting and eating
- Provide information to visitors wanting to hear about the program and/or see the classroom
- Communicate problems or concerns with children, families, staff and external agencies
- Recommend referrals or additional services for children with professionals such as behavioural therapists, occupational therapists and speech language pathologists

#### Safety/Risk Management

- Monitor children in indoor and outdoor activities and during rest periods; conduct activities with children on an individual and group basis
- Ensure classroom safety as outlined by Health Medical Safety regulations; follow proper Centre protocol
- Administer medications as required in accordance with established policy
- Keep program facilities and equipment safe and clean, reporting any repairs and concerns to senior staff

### Administrative

- Plan and organize classroom layout
- Order supplies and equipment
- Work with agencies to acquire resources for children
- Attend regular meetings with preschool instructors, Supervisor and where appropriate
- Responsible to document and report child abuse to supervisors and the Ministry
- Responsible to fill out accident report forms
- Other related duties as assigned and may vary according to facility.

### Required Qualifications:

- Grade 12 plus enrolled and working towards in an Early Childhood Education certificate and one year's experience or an equivalent combination of education and experience
- BCRPA High Five - Principles of Healthy Child Development Certification (or willing to obtain)

### Licensing requirements prior to start date:

- Standard, Childcare or Emergency First Aid including CPR C
- Criminal Record Check (CRRP – Ministry of Public Safety and Solicitor General)
- 19+yrs of age,
- Immunization Record

### Desirable Qualifications:

- Post Basic ECE Training
- Reggio Workshops
- Montessori Certificate
- 2<sup>nd</sup> language
- Sign language
- Music background
- Food Safe

### **Hours of Work:**

Weekday mornings, 4 to 5 hours per day depending on program needs.

### **Salary:**

As per Richmond Communities Associations' Job Evaluation:

- \$22.56-\$25.39 per hour
- \$4.00/hr ECE Wage Enhancement for eligible employees (must have valid ECE Certificate)

### **How to apply:**

Please send a detailed resume with cover letter that reflects knowledge, skills and abilities relevant to the position Attention:

**Anna Thymis, Preschool Coordinator**

Email: [athymis@richmond.ca](mailto:athymis@richmond.ca)

Rompers Preschool

Thompson Community Centre

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Thompson Community Association thanks all applicants in advance for their interest. Only those candidates under further consideration will be contacted.

Duties may be carried out in a City-owned facility; however, the City is not the Employer for this position. This position is restricted to those legally entitled to work in Canada.

Thompson Community Association is an inclusive employer committed to employment equity objectives and invites applications from all qualified individuals. Should you be contacted and require some form of accommodation during the interview process, please let us know and we will endeavour to meet your needs to the best of our ability.