

**Ray-Cam Co-operative Association**

Ray-Cam Co-operative Centre is a Community Centre located in the heart of Downtown Eastside/Strathcona community. We operate programs and services, which effectively advance the opportunity and abilities of children, youth, families, and seniors in our community.

**Job Posting Title**

Program Assistant II

**Department**

Childcare

**Application Close**

Open until filled

**Employment Type**

Auxiliary

**Affiliation**

CUPE Local 15 Bargaining Unit (VMECW)

**Position Start Date**

Jan. 3, 2023

**Salary Information**

Pay Grade 12: \$23.86-27.98 per hour

**Main Purpose & Function**

This position assists in implementing an enriched childcare program located in Vancouver's Downtown Eastside that meets the needs of children three to five years of age and/or afterschool care for elementary school aged children. This position also provides opportunities for children who have extra support needs to be integrated in an inclusive setting.

**Specific Duties & Responsibilities**

Responsibilities include assisting in planning and leading age-appropriate programs for specific age group children and ensuring opportunities for children requiring extra support are part of the daily curriculum. This position assists in modifying activities that help with child development and social learning. Builds and fosters positive and healthy relationships with children, families and staff.

**Qualifications**

Completion of 12th school grade and some related experience; or an equivalent combination of training and experience is required. First Aid Level 1 is required.

Qualification under the Community Care Licensing (CCL) Act as either an Assistant or Responsible Adult is strongly preferred.

- An assistant will have successfully completed at least one course of a basic early childhood education training program in child development, guidance, health and safety, or nutrition

though an educational institution or equivalent and be eligible to obtain or currently holds ECE-A Certificate and have equivalent work experience.

- A responsible adult must be 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 and be approved by CCL

### **Knowledge, Skills, & Abilities**

- Knowledge of behavior, needs and interest of children for the specific age group
- Knowledge of safety practices, policies, and regulations applicable to the work performed.
- Ability to effectively monitor activities and behaviour of participants.
- Ability to lead groups and provide basic instructions to various activities.
- A class 4 driver's license and second language would be an asset.

Shifts will vary between 7:30 am-6:00 pm, Monday to Friday for daycare and 2pm to 6pm for afterschool care. A Police Records Check is a requirement of this position. A clearance requires the absence of any changes or convictions related to this position.

The RayCam Cooperative Association has a COVID-19 Mandatory Vaccination Policy. All external applicants applying to the RayCam Cooperative Association are required to be fully vaccinated as a condition of hire and subject to this policy as a condition of ongoing employment. Candidates may only be exempted from this requirement if they request and are approved for an accommodation based on a reason related to a Human Rights Code ground (such as disability). Such a request must be made during, not after, the recruitment process.

At the RayCam Cooperative Centre, we are committed to recruiting a diverse workforce that represents the community we so proudly serve. Indigenous applicants, people of colour, all genders, LGBT2Q+ and persons with disabilities are encouraged to apply. Accommodations will be provided upon request during the selection process.

**To apply: email resume and cover letter to [raycamcc@vancouver.ca](mailto:raycamcc@vancouver.ca) subject line to read "Childcare Hiring Committee – PAII AUX".**