



## **Early Childhood Educator (ECE) Early Childcare Assistant (ECA) (Regular, Floater & Split Shift)**

Villa Charities Inc. (VCI) is a registered charity and non-profit organization that enriches lives through experiences and services that honour Italian culture and heritage. For more than 50 years across the GTA, Villa Charities has provided cultural and educational programs and supported culturally sensitive long-term care and independent living apartments for seniors. VCI fulfills their mandate through a broad range of activities, services and facilities, both directly and in conjunction with its affiliates and independent organizations. Affiliates include Columbus Centre and Joseph D. Carrier Art Gallery; Villa Colombo Homes for the Aged Inc. in Toronto; Villa Colombo Seniors Centre (Vaughan) Inc. Di Poce Centre; and Italian Canadian Benevolent Seniors Apartments Corporation/Casa Abruzzo Benevolent Corporation with apartments for independent seniors (Caboto Terrace, Casa Del Zotto and Casa Abruzzo). Each of these organizations is an integral part of the Villa Charities family with separate legal status and its own governance Board. For more information visit [villacharities.com](http://villacharities.com).

Additionally, Villa Charities is Great Place to Work® Certified™, an official recognition for employers who create an outstanding employee experience and an amazing workplace culture. Every day, our team works hard to deliver our mission of enriching lives through experiences and services that honour Italian culture and heritage.

Villa Charities currently has two full daycare programs in its facilities and three afterschool programs in TCDSB School facilities.

Villa Charities Inc. is currently recruiting for energetic, motivated Early Childhood Educator (ECE) and/or Early Childcare Assistant (ECA) to teach a variety of educational subjects and developmental skills to children, from toddlers to preschool. The ECE will have excellent communication skills when discussing students' problems and progress with parents, to ensure constant communication about the children's development.

### **Job Summary**

The incumbent in this position is required to provide quality supervision and guidance of daily activities for toddlers and school-age children.

**Regular:** This position is full-time (7.5 Hours a day), and you are expected to work the entire shift in a pre-assigned classroom.

**Floater:** This position is full-time (7.5 Hours a day), and you are expected to work between various classrooms as required to cover the vacation of other staff. This position may have to work one of the locations per the schedule provided.

**Split shift:** In this position, you will be required to work a split shift (Pre-School and after-school hours) during the days the children are in school (5.5 hours per day) On days children are not in school (noninstitutional days), you will be required to work an entire day shift. This position is for the after-school programs we run at various school locations. The age groups of the children are Kindergarten and School Age.

### **What we offer**

- Competitive salary
- Comprehensive benefits package
- Free gym/health club membership
- GRRSP contribution
- Employee Group Discounts
- Employee Assistance Program
- Wellness Programs

### **Major Responsibilities**

- Communicate effectively with colleagues, parents and children and the ability to work with a team
- Plan and develop childcare programs in accordance with provincial standards
- Provide supervision and guidance of daily activities, and special activities
- Provide opportunity for creative expression through the mediums of art, dramatic play and music
- Assess the developmental level of children
- Establish guidelines for behaviour
- Conduct and monitor activity programs designed for young children
  
- Prepare craft materials and assist children to use them
- Prepare and serve snacks
- Arrange transition periods such as transitioning from room to room, hand washing, lunch etc.
- Observe children and report on observations to supervisor
- Discuss progress and problems of children at staff meetings
- Assist in maintaining records of children
- Takes inventory, organizes and replenishes supplies
- Assist in housekeeping duties i.e., sanitizing tables, toys, furniture

### **Qualifications Required**

- Early Childhood Education Assistant Diploma an asset
- Knowledge of subsidy and Quality Assessment with the City of Toronto
- Knowledge of licensing regulations
- Self manages on-going professional development
- Experience working with toddler/preschool children
- Demonstrates ability to maintain an effective work relationship with families, colleagues and service providers
- Effective interpersonal, communication and leadership skills
- Fluent in English, both oral and written
- Current CPR/First Aid certificate
- Current Criminal Reference Check Report (Vulnerable Sector)
- Current Immunization Records
- Current COVID vaccines

### **Locations**

**You may need to work in one of the following centers on a daily basis.**

- 1. St Raphael Catholic School, 3 Gade Dr, North York, ON M3M 2K2**
- 2. Regina Mundi Catholic School, 70 Playfair Ave, North York, ON M6B 2P9**
- 3. St Charles Catholic School, 50 Claver Ave, North York, ON M6B 2W1**
- 4. Casa Abruzzo, 340 Falstaff Avenue, Toronto, ON M6L 3E7**

Villa Charities Inc. embraces diversity in the workplace and is committed to achieving employment equity. We aim to attract, develop, and retain highly qualified employees from diverse backgrounds, allowing us to benefit from their unique skills, various experiences, and perspective on our vision of “Inspiring people to explore the Italian in all of us.” We ensure that our recruitment practices support this commitment and do not infringe on any characteristics protected by law.

In accordance with the Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act and Villa Charities’ policies, a request for accommodation will be accepted as part of Villa Charities’ hiring process. To avoid any delays in the recruitment process, if you require accommodation to apply or if selected to participate in an assessment process, you must provide your accommodation needs in advance. You may also be required to submit adequate medical/other documentation to Human Resources to support your request for accommodation.

**If you are interested in an opportunity to make a difference and a lasting impact, work with an agile, collaborative, progressive, and high-performing team; please forward your resume and cover letter to: Human Resources by email to: [careers@villacharities.com](mailto:careers@villacharities.com).**

***We thank all applicants for their interest. Only those selected for an interview will be contacted.***

