February 26, 2018

***Employment Opportunity for ECE***

*The Fairview Family Resource Centre is a non –profit community organization in Halifax. We are seeking an enthusiastic, energetic and experienced ECE to join of our team. The centre provides supports, programs and resources to the community since 1986. The centre is not a licensed child care facility however it provides a variety of programs for pre-school children and child care while parents/caregivers remain on-site. This opportunity is unique to work for an organization that provides a variety of different programs, to work with new immigrants and to work alongside of other support staff/community partners. This position is for a lead teacher and program facilitator. If you are looking for something different from a daycare or school setting then this could be for you!*

***Hours***

Start date is April 3rd. Closing date is March 9th by 12 pm.

Monday 8:30 – 3:00 pm

Tuesday 8:30 - 3:00 pm

Wednesday – off (possible 8:30 – 3:00 pm if interested)

Thursday 8:30 – 3:00 pm

Friday 8:30 – 1 pm

Pay – $17.00-19.00/hour

Centre is closed when local schools are closed due to weather. Health benefits also available. Employee receives 2 weeks paid vacation ( one week in July, one week in August) plus 10 days when schools are closed in December / January (Christmas/New Year break).

***Requirements***

-ECE any level

-2 or more years experience

-completed police records check /child abuse records check

-completed level C CPR and first aid training

-driver’s license and own transportation is a must

- Knowledge of Family Resource Centre programming

- must be able to lift 50 lbs and a combination of sitting, standing, walking, walking up and down stairs

- English oral and written

- Proficient computer skills such as email, MS word, Excel, Access, faxing, printing, social media

***Duties***

- provide supervision and direction to other childcare staff , volunteers and students

-provide childcare (play based/ emergent curriculum), develop curriculum and provide a learning enriched environment

- facilitate other parenting or parent / child programs as needed

-supervise the organization and ordering of learning materials for the classroom setting

-assist with other centre programs including helping with program set up and take down

- prepare snacks, grocery shopping, create snack menu and housekeeping/cleaning duties

-develop, keep and maintain written documentation and administration duties

-attend staff meetings and other professional development opportunities

-be approachable and supportive to parents and community members

-assist with fundraising events and other special events

***Other Requirements***

-must have experience working with diverse populations and familiar with Family Resource Centres

-must be flexible, well organized, independent worker and comfortable in a fast paced environment

-must have knowledge of NS Day Care Act and Standards

-must be comfortable and confident facilitating group activates and programs for parents and children

***Please email resume to the Executive Director*** ***nbrown@ffcns.ca*** ***by March 9th 2018 12 pm . Only those selected will be contacted for an interview. Visit our website and social media sites*** [***www.ffcns.ca***](http://www.ffcns.ca) ***for more information on our centre.***