

# Licensed Daycare & Preschool Instructor Sub

## Posting #PRC2023-06A

Are you over the age of 19 and want to help shape the young minds of our community? Then we have the perfect fit for you! Oak Bay Parks, Recreation and Culture are seeking Daycare and Preschool Instructor subs to join the Licensed Care team. Our ideal applicant is organized and dedicated to making a difference in our community. Working under the direction of the Licensed Care Programmer and Daycare Supervisor the Daycare and Preschool Instructors will plan, prepare, and supervise a safe, fun, and stimulating program for children ages 3-5 years old. Oak Bay Parks, Recreation and Culture offers an additional 14% in pay per hour in lieu of benefits for auxiliary employees, a staff facility pass that provides access to our weightroom, pool, skating rink, and drop-in fitness classes (granted with a regularly scheduled weekly shift). Oak Bay offers opportunities for advancement and growth within our organization.

### RESPONSIBILITIES

- Plan, supervise and lead Daycare and preschool programs;
- Work within Community Care Facilities Licensing Board regulations;
- Plan and implement a daily schedule of activities suitable for children 3-5 years of age;
- Adhere to all safety guidelines and standards;
- Ensure program areas are kept clean and well-maintained at all times;
- Work with children, parents/guardians, staff and public in a warm and friendly manner.

### QUALIFICATIONS

- Applicants must be a minimum of 19 years of age;
- Assistant Early Childhood Educator (ECE A) and/or Early Childhood Educator (ECE) Certificate from a recognized post-secondary institute (and licensed to practice in BC);
- Experience instructing pre-schoolers in a child care/recreational environment;
- Must meet Island Health licensing requirements, including current Emergency First Aid and CPR-C certifications and 20 hours of related training or education;
- Provision of a current Police Information Check with Vulnerable Sector Screening (Note: This is the applicants financial responsibility to obtain this).

<b>HOURS OF WORK</b>	Monday-Friday 7:30am-5:30pm; <i><b>Please Note:</b> This is for subbing positions and does not have a regularly scheduled shift. Hours will vary depending on operational needs.</i>
<b>LOCATION(S)</b>	Neighbourhood Learning Centre & Windsor Park Pavilion
<b>RATE</b>	\$25.63-\$26.88 (\$22.48-\$23.58 per hour plus \$3.15-\$3.30 per hour in lieu of benefits – 2023 rates)
<b>STATUS</b>	Auxiliary (This is a union position)
<b>BENEFITS</b>	<ul style="list-style-type: none"> <li>• 14% in lieu of benefits per hour</li> <li>• Staff Membership to drop-in the weightroom, fitness classes, skating, and pool (applicable to employees with 1 or more set shifts per week)</li> </ul>

*The District has previously enacted a mandatory COVID-19 vaccination policy to safeguard the wellbeing of all employees. This policy may be reinstated based on the level of assessed risk to District employees or Provincial Health Order requirements.*

**This posting will remain open until suitable applicants are found. Please submit applications to:**

Job Application Drop Box, Oak Bay Recreation Centre,  
1975 Bee Street, Victoria, V8R 5E6; or

**Email to:** [recreationjobs@oakbay.ca](mailto:recreationjobs@oakbay.ca)

**Subject line in email should read: PRC2023-06A Licensed Daycare & Preschool Instructor Sub**

**Please note that only short-listed applicants will be contacted**