



Senior Educator – School Aged

Brackendale Elementary School

Location: Squamish

Nature of position: Temporary, Part-Time

Compensation: \$32.62

Position posted on: October 16, 2026

Start date: ASAP

End date: January 29, 2027 or return of incumbent

Hours of Work: 26 hrs/wk - Mon-Fri 8-9am and 2:30-6pm; 8am-5pm during full day school break camps, PD days, winter, spring and summer break.

ABOUT SSCS:

Founded in 1978, Sea to Sky Community Services (SSCS) is one of BC's most respected and established community service organizations. We operate within a large geographic area - from Pemberton to Britannia Beach - supporting individuals and families living in the Sea to Sky Corridor. We offer 41 programs and services, including early childhood development, childcare, affordable housing, outreach, counselling, family support, seniors and youth services, community living services and respite. We provide a range of services that support our communities and residents through all ages and stages of their lives. Last year, SSCS served 6500 individuals and families in our region.

Contribution:

The Senior Educator is responsible for planning and implementing a developmentally appropriate curriculum based on the BC Early Learning Framework for school aged children in a group care setting. Provides support and direct care to school aged children, including children with support needs, to stimulate their intellectual, physical and emotional growth. Provides leadership and guidance to staff, volunteers and students and ensures the program philosophy and standards of a school aged care program are being adhered to.

Qualifications:

1. Post-secondary courses in a related field (i.e. child and youth, recreation, school age care).
2. Responsible Adult certificate or completion of a course, or a combination of courses, of at least 20 hours duration in child development, guidance, health and safety, or nutrition.
3. Current BC Early Learning Framework training an asset.
4. Two (2) years' experience working with school aged children.
5. Six (6) months supervisory experience.
6. Or an equivalent combination of education, training and experience.
7. Valid approved first aid certificate.
8. Must be 19 years of age or older.

Job skills and abilities:

1. Demonstrated ability to provide care and mature guidance to children.
2. Demonstrated supervisory skills.
3. Well-developed written and verbal communication skills, facilitation and problem-solving skills.
4. Good organization, time and general management skills.
5. Demonstrated ability to develop and implement a school aged childcare program.
6. Familiarity with and commitment to the BC Early Learning Framework.
7. Demonstrated ability to foster positive relationships with children, their families and co-workers.
8. Basic computer skills.

Responsibilities

1. Assists the Coordinators/Manager to ensure the program meets all legal and licensing requirements and adheres to agency and program policies and procedures.
2. Meets with the Coordinators/Manager on a regular basis to inform of general needs, concerns and changes around the operation of the program.
3. Plans, assigns, supervises and evaluates the work of the staff. Trains and evaluates students and volunteers.
4. Schedules and conducts regular staff meetings to discuss, plan and assess the program's goals and objectives and review the organization's policies and procedures.
5. Maintains a staff communication log and communicates relevant information to staff.
6. Under the direction of the Coordinators/Manager, develops staff schedules to ensure that there is sufficient staffing to meet ratio requirements as stated in the Child Care Licensing Regulations. When staff replacement is required, the Senior Educator assists the Coordinators in determining if a replacement is needed, and if so, assists in finding a suitable substitute from the agency list.
7. Updates monthly billing spreadsheets/data, time sheets, petty cash and expense records in accordance with procedures and schedules.
8. Reviews monthly invoices to all families and address billing issues as required.
9. Organizes and participates in fund raising activities.
10. Purchases snack and program supplies from petty cash fund, recording and submitting receipts; maintains and orders supplies within prescribed budget.
11. Assists the Coordinators/Manager in reviewing the parent handbook, updating policies and procedures and fee schedule as changes occur.
12. Assists the Coordinators/Manager in maintaining an internal wait list system and updates as needed.
13. Orientates new children and their families to the program. Explains and interprets the philosophy, goals and objectives of the program to families and answers questions.
14. Ensures enrolment information is in order including medical and emergency information, restrictions and dietary instructions and consent forms in compliance with licensing regulations and agency policies. Maintains and updates files as necessary.

15. Following the BC Early Learning Framework, plans, carries out and evaluates developmentally appropriate activities and experiences for children using modelling, observing, questioning, demonstrating and reinforcing techniques. Develops a daily program schedule that includes indoor/outdoor, active/quiet and individual and group activities.
16. Documents children's learning and experiences with guidance from the BC Early Learning Framework through written anecdotes, collecting work samples and/or photographs. Pedagogical narrations are based on the children's interests as informed by daily observations and are shared with families.
17. Maintains open and positive communication with the families about children's growth and development. Prepares notices and provides updates. Requests input and participation of families into the development and implementation of childcare programs. Confers with families with regard to unusual or problematic issues.
18. Recommends referrals or additional services for children with professionals such as supported child development consultants, occupational/physical therapist and speech and language therapists.
19. Assists in the development and implementation of individual service plans for children in care with support needs in consultation with families, Supported Child Development workers and other professionals.
20. Participates in planning and evaluation of childcare programs offered by the organization. Provides recommendations for change to the Coordinators/Manager.
21. Attends to the children's physical needs such as diapering, toileting, eating and sleeping.
22. Administers first aid and medication in accordance with established policy.
23. Ensures a clean, healthy and safe environment in which the children can interact and explore. Identifies and removes potential hazards.
24. Performs other related duties as required.

Requirements:

1. Criminal Record Search.
2. Signed Confidentiality form.
3. Approved reference check.
4. Immunization record.

Benefits and Perks:

Healthcare: We offer an extended health program through Group Health that covers MSP premiums, dental, vision, prescription medication, select alternative therapies, life insurance, and long-term disability. We also have an Employee and Family Assistance program. The premiums of the plan are 100% paid by the employer.

Vacation & Leave: Employees accumulate 6% vacation pay on all hours worked in the first and second year of employment. After the first two years of employment, they earn one additional day of vacation per year of service, to a maximum of 35 workdays.

Retirement Pension: When eligible, an employee will be enrolled in the Municipal Pension Plan with a matching contribution by SSCS.

Other Perks: Casual dress, employee events, on-site parking, paid sick days, and more.

Compensation: As per the BCGEU Collective Agreement, the wage is \$32.62 per hour.

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