



## **JOB POSTING REGISTERED EARLY CHILDHOOD EDUCATOR**

### **Our Vision:**

*The Native Canadian Centre of Toronto is dedicated  
to helping all of our relations on their journey*

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The Native Canadian Centre of Toronto (NCCT) is a non-profit, charitable organization located in the heart of downtown Toronto. The NCCT offers a wide range of Indigenous programs and services based on Indigenous cultural traditions and teachings.

**I Job Title:** Registered Early Childhood Early Educator

**II Employment Term:** 1 Year Maternity Leave Contract, To commence March 2025  
**Hours:** Full-Time, 40 hours per week Mon-Fri

**III Department:** EarlyOn Program

**IV Direct Report:** EarlyOn Program Manager

**V Position Summary:**

As our newest Registered Early Childhood Educator, you will play a crucial role in shaping the development of the young minds in our care. You will be responsible for creating a safe, nurturing, and stimulating environment where children can learn and grow.

Your passion for early childhood education and ability to connect with children on their level will be instrumental in fostering a positive and engaging atmosphere. You'll work alongside a team of dedicated educators and support staff, collaborating to provide the highest quality care and education for our children.

**VI Duties and Responsibilities:**

- Meet with service partners to develop teaching plan on a weekly or monthly basis
- Guide children and families in providing care for the physical, cognitive, social and emotional development needs of children
- Plan and/or implement a program geared to the individual child's requirements with concern for their interests, special needs and talents, and development level
- Develop and encourage positive and secure relationships
- Assist with program planning and implementation to promote stimulation in children's development
- Engage children in activities by telling stories, teaching songs and preparing crafts provide opportunities to express creativity through the media of art, dramatic play, music and physical activity
- Observe children for signs of potential learning or behavioural problems and prepare



- reports for the manager, parents, and guardians if needed
- Support housekeeping responsibilities may be required
- Keep current with research and new developments in the profession of Early Childhood Education
- Complete daily journals and maintain written records as required
- Provide a physically safe and emotionally supportive environment that is inclusive of all children
- Establish a consistent set of rules and routines that are followed daily
- Ensure a clear and organized playroom monitoring and addressing any health & safety concerns
- Performs other duties as assigned including general office support and assistance as needed
- Commitment to developing proficiency in an Indigenous language relevant to the NCCT community

**VII Qualifications:**

- Diploma or Degree in Early Childhood Education and registration with the College of Early Childhood Educators (RECE)
- Standard First Aid & CPR C Certificate
- Demonstrated ability to work with children aged 3 months to 6 years of age
- Strong knowledge of early childhood development
- Excellent written and verbal communication skills
- A flexible, collaborative approach to teamwork
- A commitment to delivering exceptional care for children
- Experience working within an Indigenous organization or with the Indigenous community is an asset
- Satisfactory Vulnerable Sector Check and Background Check (required prior to employment)
- Up-to-date immunizations and health assessments in compliance with the Child Care and Early Years Act
- Must be legally entitled to work in Canada under provincial or territorial legislation and regulations

**VIII Working Conditions:**

- The position requires working under special conditions that may include working evenings and working outdoors. As part of a mobile program, travel will be required to service programs in Toronto’s West End.

**IX Physical Requirements:**

- Able to lift a minimum of 20 lbs.

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***The successful candidate is expected to contribute positively to the implementation of the NCCT's vision and mission, operate in a collaborative team setting and maintain high and professional productivity levels and quality of service.***

***This is a full-time, 1 Year – Maternity Leave Contract position. Salary is commensurate with qualifications and experience. Although preference will be given to Indigenous applicants (First Nations, Metis and Inuit), all qualified candidates are encouraged to apply.***

***We thank all applicants for their interest however only those candidates selected for interviews will be contacted.***

***If this position interests you, please submit your resume and a cover letter to:***

**Wanda Green  
Acting Human Resources Manager  
wanda.green@ncct.on.ca  
Deadline: until filled**

**SUBJECT LINE:  
NCCT – EarlyOn – Registered ECE**

The Native Canadian Centre of Toronto is an equal opportunity employer. We are committed to providing an inclusive and barrier-free selection process and work environment. If contacted in relation to an employment opportunity, please advise our Acting Human Resources Manager at wanda.green@ncct.on.ca of the accommodation measures required. Information received relating to accommodation will be addressed confidentially.