

Join Our Team at Brave Hearts Day Care!

Position: Early Childhood Educator (ECE) & Daycare Manager

Job Title: Lead ECE and Manager

Location: Smithers, BC

Employment Type: Full-Time

About Us:

Brave Hearts Day Care Inc. is a benefit company that offers a warm, home-based childcare facility in Smithers, BC, currently undergoing licensing as a multi-age program. We provide a safe, nurturing, and playful environment where children from infancy to school age can grow, explore, and thrive. Our program encourages children across ages to learn from one another, build strong social connections, and develop at their own pace.

What We're Looking For:

We're seeking a dedicated, responsible, and qualified Early Childhood Educator to serve as the **Lead ECE and Manager** of our home-based, multi-age daycare. As the sole staff member, you will plan and deliver programs, supervise children, manage day-to-day operations, and ensure compliance with licensing standards.

Your Role:

- Serve as the Lead ECE & Manager, overseeing all aspects of the daycare's daily operations.
- Plan, implement, and evaluate developmentally appropriate activities for a **multi-age group** that spark curiosity and learning.
- Support children's social, emotional, and cognitive development in a safe and nurturing environment.
- Build strong, positive relationships with children, families, and the community.
- Observe, document, and celebrate children's milestones and progress.
- Maintain a safe, clean, and welcoming space in line with provincial licensing and health standards.
- Manage scheduling, supplies, operational aspects of the home daycare.
- Ensure that all regulatory requirements (see below) are adhered to.
- Participate in professional development opportunities and continuous improvement of the program.

Job Requirements:

- Completion of an approved Early Childhood Education program and certification (or ability to hold one) through the ECE Registry in BC.
- Minimum **3 years of experience** working as an ECE in a licensed childcare or home-based setting.
- Current First Aid & CPR certification (in compliance with Schedule C of the CCLR).

- Demonstrated experience working with **multi-age groups** (infants to school age) preferred.
- Strong leadership, organizational, and communication skills—including ability to work independently as the sole staff member.
- Ability to pass/hold a current Criminal Record Check (including vulnerable sector) and character references as per CCLR sections 19 & 20.
- Compliance with ongoing health, immunization and tuberculosis monitoring requirements for employees.
- Understanding of and commitment to the regulatory requirements of a licensed daycare: staff-to-child ratio, group size, program of activities, health & safety, records & policies.

Compensation & Benefits:

- **Wage:** \$25/hr plus \$6/hr through the Wage Enhancement Program
- **Benefits:** Full health and dental benefits after 6 months of employment
- **Vacation:** 3 weeks per year
- **Paid Sick Days:** 7 per year
- **Professional Development:** Funding provided to support growth and learning

Why You'll Love Working Here:

- Private, newly renovated, spacious home-based daycare in a central Smithers location
- Supportive and professional licensee who values and prioritizes high-quality child care including your health and wellness, expertise and growth
- Autonomy as the lead and sole staff member, with the opportunity to design and shape your classroom
- Multi-age program allowing children to learn and grow together
- Collaborative role in determining infant (under 12 months) enrollment levels, consistent with BC multi-age licensing requirements
- Build strong, meaningful relationships with children and families in a community-focused environment by working for a Benefit Company
- All administrative and documentation tasks are managed electronically for efficiency and organization
- Modern, high-quality equipment provided to support smooth and effective day-to-day operations

Apply Today:

Send your resume and a short cover letter to braveheartsd daycare@gmail.com with the subject line: "ECE & Manager Application – [Your Name]." We look forward to hearing from you!