

# **JAZZY BUMBLEBEES CHILDCARE**

## **Early Childhood Educator-Temporary Contract Position**

### **Job Description**

We are seeking a qualified, responsible, and nurturing Early Childhood Educator (ECE) to temporarily take over full operations of a licensed home daycare during a 2-month vacation period. This is a full-time, short-term contract role with working hours from 7:30 am to 5:00 pm. If you are not available for full-time hours, please indicate your availability for either 7:30 am to 12:30 pm or 12:30 pm to 5:00 pm.

This position is ideal for Early Childhood Educators, School District kindergarten teachers, or other experienced childcare professionals who are available during the summer months. The substitute educator will assume all responsibilities of the daycare owner and provider, ensuring a safe, clean, structured, and engaging environment while maintaining full compliance with licensing and health & safety regulations.

### **Contract Details**

Engagement Type: Independent Contractor (not an employee)

Duration: 2 months (15 June 2026 - 14 August 2026)

Hours of Care: Monday to Friday, 7:30 am – 5:00 pm

Location: Licensed Home daycare, Mission 2nd Avenue

Start Date: 15 June 2026

### **Preferred Qualifications**

- Valid and current Early Childhood Educator (ECE) Certificate or Responsible Adult Course

- Preference will be given to candidates holding a valid Early Childhood Educator Certificate
- First Aid Certificate with CPR (mandatory)
- Willingness to undergo a separate Criminal Record Check as required for childcare providers
- Ability and willingness to enter into a contractual position
- Must be willing to self-report contractual income to CRA in accordance with tax regulations
- Experience working in a licensed daycare or early learning environment
- Recent graduates are also welcome to apply if they can demonstrate a passion for working with children
- Strong knowledge of child development, safety, and behavior guidance
- Ability to independently manage a licensed home daycare setting
- Strong organizational, communication, and documentation skills

### **Insurance Requirement**

This is a 2-month contractor position. Candidates must provide independent contractor insurance (Commercial General Liability and Professional Liability) with the daycare named as an additional insured. The daycare will reimburse the insurance cost upon proof of coverage. Guidance on obtaining insurance will be provided to the successful candidate.

### **Key Responsibilities**

- Provide attentive, nurturing care to children throughout the day
- Supervise children during indoor and outdoor play

- Assist children with daily routines, transitions, and age-appropriate independence
- Arrange and facilitate literacy, art, math, music, and sensory activities
- Set up and rotate learning areas to support child engagement
- Plan and conduct both indoor and outdoor educational activities
- Clean and sanitize all learning and play areas daily
- Arrange toys and reset learning spaces
- Vacuum and mop floors
- Maintain overall cleanliness of the daycare environment and set out garbage, recycling and food waste on collection days
- Heat and serve meals/snacks at scheduled times
- Maintain cleanliness of kitchen counters, eating areas, and children's utensils
- Refill drinking water for children as needed
- Assist and enforce proper handwashing practices
- Change diapers every 3 hours or as required (including after bowel movements)
- Assist children with toileting or clothing changes when needed
- Ensure diapering areas are cleaned and sanitized after each use
- Ensure strict adherence to all licensing regulations and health & safety protocols
- Identify and immediately remove safety hazards
- Keep exits clear at all times
- Ensure chemicals, sharp items, choking items, long threads and hazardous materials are securely stored away from children
- Keep electrical outlets covered with safety plugs
- Conduct and document monthly fire drills
- Mark daily attendance (time-in and time-out)
- Document minor incidents, injuries, and behavioral concerns
- Provide daily updates to parents regarding child progress, incidents, or concerns
- Read, understand, and follow all daycare policies
- Maintain and organize required licensing documentation
- Keep receipts for daycare-related purchases if required
- Collect and manage daycare Amazon/package deliveries

- Communicate professionally and respectfully with parents
- Restrict entry of outside individuals; allow access only to parents during daycare hours
- Conduct and arrange daycare tours for prospective parents if required
- Ensure reasonable and responsible use of daycare supplies
- Maintain organized storage of materials and equipment

### **How to Apply**

Please email your resume and qualification proof to resume **jazzycareersbc@gmail.com**

We welcome applications from individuals who are genuinely interested in working in a home daycare environment. When applying, please submit a resume that highlights your relevant childcare experience, qualifications, and certifications related to this role.

To support your application, kindly attach copies of any certifications or training mentioned in your resume (such as ECE or Responsible Adult Course, First Aid & CPR).

In your application email, please include a short introduction sharing:

- What interests you about this position
- Why you enjoy working in childcare or a home daycare setting
- How your experience and approach would make you a good fit for this role

Applications that follow these steps will help us better understand your experience and suitability for the position.