



Cowichan Lake Community Services Society

P.O. Box 670, Lake Cowichan, B.C. V0R 2G0
Phone: (250) 749-6822 • Fax: (250) 749-6839
www.comserv.org • Email: comserv@comserv.org

StrongStart Early Childhood Educator

Status: Temporary, Part-time

Wage: \$28.00/hour

Hours: 32 hours/bi-weekly

Start Date: As soon as possible

Reports to: Executive Director

Organizational Overview

Cowichan Lake Community Services is a non-profit society providing programs and facilities to the people of the Cowichan Lake area. Its mission is to enhance and support the quality of life for all Cowichan Lake area residents. This is done through a variety of programs including counseling and support programs, social development programs, and a multitude of therapeutic recreation programs.

Job Summary

The StrongStart Early Learning Centre is a free, school-based, drop-in program for children aged 0–5 and their caregivers. The StrongStart Early Childhood Educator (ECE) will facilitate a welcoming, inclusive, and play-based learning environment that supports early childhood development, promotes school readiness, and strengthens family engagement. The ECE works collaboratively with families, school staff, and community partners to foster positive early learning experiences.

This is a temporary, part-time position offered until June 30th, 2026 with potential for renewal contingent on funding and organizational needs.

Essential Functions

- Plan, organize, and facilitate daily early learning activities that reflect the BC Early Learning Framework and support children's social, emotional, cognitive, and physical development.
- Create a welcoming, inclusive, and culturally responsive environment where families and caregivers feel comfortable, supported, and engaged.
- Encourage parent/caregiver participation in all aspects of the program, modeling positive interactions and providing guidance on early learning strategies.
- Foster children's curiosity, problem-solving, and creativity through play-based experiences.

- Establish and maintain strong relationships with families, offering resources and referrals to community services when appropriate.
- Collaborate with school staff and community partners to support smooth transitions into kindergarten and beyond.
- Maintain accurate attendance records, reports, and program documentation as required.
- Ensure a safe, clean, and well-organized learning environment in compliance with health and safety standards.
- Participate in professional development and stay current with best practices in early childhood education.

Qualifications

- Current Early Childhood Educator (ECE) Certificate and license to practice in British Columbia
- Experience working with children aged 0–5 and their families in an early learning or community setting
- Knowledge of the BC Early Learning Framework and principles of play-based learning
- Strong interpersonal and communication skills; ability to build positive relationships with children, families, and colleagues
- Ability to work independently and collaboratively as part of a school and community team
- Current First Aid/CPR certification
- A clear criminal record check (vulnerable sector)

Additional Information

This position requires the ability to work independently at the StrongStart Early Learning Centre at Palsson Elementary School, which is located away from our main office. The successful candidate will be self-motivated, organized, and confident in managing program delivery with minimal on-site supervision. Strong communication skills, initiative, and the ability to build positive relationships with children, families, and community partners are essential to success in this position.

If interested in this position, please submit your cover letter and resume to:

jocelyn@comserv.org