

Child Care

Term Full Time , Early Childhood Educator

Department	Child Care
Position Title	Term Full Time , Early Childhood Educators
Hours of Work	37.5 weekly – Monday to Friday
Position Type	12 Month Term
Reports To	Center Assistant Director
Start Date	As soon as possible
Wage	\$25.06 to \$28.93 - starting –based on ECE level
Work Location	Onsite — kikaskitânaw Centre, Regina, SK - wakayosi wati Childcare Centre
Open To	Internal and External Applicants
Application Deadline	1pm Friday May 08,2026

POSITION DESCRIPTION

Under the general supervision of the Child Care Centre Director and under the direct supervision of the Assistant Director/Supervisor, the Early Child Educator (ECE) is responsible to maintain and develop the program with their group of children at wakayosi wati in YWCA’s kikaskihtanaw Center for Women and Families.

This team member must adhere to all the policies and regulations as set out in the Parent Handbook and Child Care Staff Manual.

KEY RESPONSIBILITIES

Programming

- Develop both long- and short-range activities in accordance with Play and Exploration, developmentally appropriate practice, and program philosophy. This includes:
- Researches and prepares materials necessary for activities
- Work in a team approach with other educators
- Arrange a classroom environment in accordance to program goals and philosophy

- Implements a program to develop physical, intellectual, social, and emotional needs of the children (Observation & Documentation)
- Completes Emergent Programing
- On occasion, prepares snacks for children
- Inspect and report damaged or lost materials
- Lillo reports

Health and Safety Regulations

It is the responsibility of all Early Childhood Educators to ensure a safe and healthy environment is maintained. This is done by:

- Reporting any suspect abuse to the supervisor
- Administers and records of medication given to children after parents have signed a form
- Keeps areas in clean, safe, and sanitary conditions (including daily, weekly, monthly cleaning duties)
- Maintain child/staff ratios
- Aware of fire evacuation and all emergency procedures, including swimming routines.
- Constant observation and supervision of children is always required
- Fill out an appropriate injury report after any injury to a child and make changes to prevent injury from reoccurring

Communication

ECE's develop positive, open communication with the children and their parents. This is done by:

- Maintain daily open communication with parents
- Maintain confidentiality
- Promote children's activities through visuals

Administration

This position must ensure that the necessary administrative tasks are completed to meet the requirements of policies and practices. These include but are not limited to:

- Ensures daily and monthly attendance sheets are signed by parents
- Records and shares information between staff, parents, and supervisor
- Attends workshops and staff meetings
- Keep all appropriate records such as Injury Reports, Medication Form, Attendance
- Update Emergency Binders & Outing Backpacks

WHAT WE'RE LOOKING FOR

We know that skills and experience are built in many ways. Community involvement, formal credentials, lived experience, non-traditional career paths and volunteer work are all valued here. If you meet most of these qualifications and are deeply committed to the mission of YWCA Regina, we encourage you to apply. Please use your cover letter to speak to the experiences — paid or unpaid — that have prepared you for this work.

Education

- Early Childhood Education Level 2 or 3

Experience

- Previous experience in an Early Learning Center or Child Care

Knowledge, Skills & Abilities

- Good written and verbal communication skills

ASSETS & PREFERRED QUALIFICATIONS

- Any additional trauma informed care

WORKING CONDITIONS & PHYSICAL REQUIREMENTS

Work Environment:	100% engagement with all activities throughout a 7.5-hour shift
Physical Demands:	Continuous physical movement + lifting and carrying from 10-25 lbs.
Schedule:	Monday to Friday
Special Conditions:	Criminal record check with vulnerable sector Current / valid First Aid / CPR – or willingness to obtain

YWCA REGINA EMPLOYMENT BENEFITS

- 4% employer RRSP contribution (employee-directed, no match required) available after three months of employment.
- Employer-paid extended health and dental benefits, with option to enhance coverage at minimal employee cost — available after three months of employment.
- Paid vacation, accrued based on hours worked, starting at 3 weeks annually and increasing with years of service.
- 10 statutory holiday days plus 3 YWCA Regina-recognized paid days annually.
- Paid sick days annually, with carryover provisions.
- Access to the YWCA Regina vehicle fleet for work purposes (with applicable credentials).
- Access to the organization's on-site fitness facility.
- In-house training & development including Cultural Teaching
- Casual dress code and flexible work week.
- A values-driven team committed to equity, care, and community impact.

OUR COMMITMENT TO EQUITY & INCLUSION

As an organization led by and for women, YWCA Regina is deeply committed to building a team that reflects the full diversity of our community. We strongly encourage applications from Indigenous peoples (First Nations, Métis, and Inuit), Black people, racialized persons, people with disabilities, 2SLGBTQIA+ individuals, newcomers, and all others who bring perspectives that enrich our work.

We understand that systemic barriers can discourage people from applying for roles where they are underrepresented. We want to be clear: your lived experience, community knowledge, and unique perspective are genuine assets here. We are actively working to build conditions where every team member can contribute fully and see themselves reflected in our organization.

Accommodation is available at any stage of the recruitment process. If you require support to participate equitably, please contact us at careers@ywcaregina.com and we will work with you to meet your needs in a timely and confidential manner.

YWCA Regina uses a structured interview process designed to assess competencies fairly and consistently. Shortlisted candidates will be contacted directly. We thank all applicants for their interest; only those selected for an interview will be contacted.

HOW TO APPLY

Please reference “**ww Term ECE**” clearly in the subject line of your application. Applications that do not include this reference may be deemed ineligible.

YWCA Regina invites applicants to voluntarily self-identify as Indigenous (First Nation, non-status, Métis, or Inuit) or as a member of another equity-deserving group in their cover letter and/or resume. Self-identification is entirely voluntary and will not be used in any way that disadvantages applicants.

INTERNAL APPLICANTS: Submit a letter or statement of interest from your YWCA Regina email address to careers@ywcaregina.com by 1pm Friday May 08, 2026.

EXTERNAL APPLICANTS: Submit a cover letter and resume to careers@ywcaregina.com by 1pm Friday May 08, 2026.

NOTE: Professional references will be requested from finalists only. Please do not include references with your initial application.

ABOUT YWCA REGINA

YWCA Regina Inc., established in 1910, aspires to a world where communities benefit from the full and equitable inclusion of women and families, and where the experiences and perspectives of women and families are reflected in all facets of society. We are a community voice of and for women — and a trusted partner in addressing the most complex issues faced by women and our community. YWCA Regina provides childcare, shelter and housing, community programs, family support programs, and outreach.

For over a century, YWCA Regina has been a cornerstone of life in Regina — evolving to meet the needs of women and families across generations. Our work spans emergency shelter, affordable housing, licensed childcare, family violence prevention, and wraparound community supports. We are a value -driven organization where staff are not simply delivering services — they are partners in meaningful, community-led change.

Working at YWCA Regina means joining a team that leads with love, operates with grit, and believes deeply that every person deserves dignity, safety, and belonging. Our staff bring a wide range of backgrounds, identities, and experiences — and that diversity makes our work stronger.

YWCA Regina is committed to anti-colonial, anti-racist practice and to a workplace that prioritizes cultural safety. We are committed to creating safe, inclusive, and accessible services and spaces for gender and sexually diverse persons. We acknowledge that our social systems, communities, and organizational processes can perpetuate the marginalization of Indigenous peoples, Black people, and gender and sexually diverse people. We are committed to systemic change and to actions that further justice, truth, and reconciliation for marginalized peoples.

OUR VALUES

- **Mutual Respect:** Everyone deserves an equitable, judgement-free environment.
- **Truth, Trust & Transparency:** We conduct our work with honesty, integrity, and transparency to hold ourselves accountable and maintain the trust we have earned in our community.
- **Community Allyship:** We embrace change by amplifying voices that guide our work. We actively advocate with and meet people and the community where they are, to support them in getting where they want to be.
- **Collaboration:** The collective strength, aligned partnerships, and interconnectedness of community enable us to drive change, disrupt power structures, and address barriers.
- **Love and Care:** The way in which we care for our people and community matters. By providing a nurturing, welcoming, and loving environment, we create spaces for care, a sense of belonging, family, and home.
- **Grit:** Our perseverance, passion, and resilience affirm our belief that change is possible even in the face of adversity

