



# BRIDGE RIVER INDIAN BAND

P.O. BOX 190, LILLOOET, BC V0K 1V0 • PH: (250) 256-7423

ADMIN FAX: (250) 256-7999 • HEALTH FAX: (250) 256-2443

## JOB POSTING - EARLY CHILDHOOD EDUCATOR PERMANENT FULL TIME POSITION

Bridge River Head Start Daycare Program is seeking an individual to commit to providing high quality care to children aged 0-6 years with interest in working in a unique program and ensuring that there is use of best practice provided during the program delivery.

### **Duties and responsibilities:**

- Ability to work with Parents, children, and elders.
- Must participate in all aspects of the program including outdoor activities, luncheon, community functions and workshop/ training opportunities.
- Strong communication skills (Oral and written)
- Strong computer skills an asset (Email, Word, Excel, PDF, PPT, Outlook, Fax, Photocopier, Scanner)
- Assist with administrative duties (OR willing to learn) report writing, filing, proposal writing, daily attendance, invoice writing as per parent/guardian and government agencies, etc
- Apply St'at'imc cultural values and benefits to all aspects of daily programming
- Work flexible hours and willing to attend conferences & professional development programs, sometimes outside of office hours
- Chaperone all trips, Drive Bridge River head Start/ Daycare vehicle as needed
- Maintain the cleanliness and service Bridge River Head Start/ Daycare vehicle routinely

### **Qualifications:**

- Early Childhood Education Assistance Licence to practice
- CPR Infant First Aid
- Clear criminal Record Check
- Current on all immunization shots
- Food Safe Certificate
- Class 4 Driver's License preferred
- Speak the basic St'at'imc words and commands an asset (OR willing to learn)
- Knowledge of St'at'imc Traditions and Culture an asset

**Posting Closing Date: Until Filled.**

**Please submit your Cover Letter and Resume to: Gary Forsythe, Administrator**

**Bridge River Indian Band**

**PO BOX 190 Lillooet BC V0K 1V0**

**Email: administrator@xwisten.ca**

**Fax:(250) 256-7999**