**Position title:** Early Childhood Educator or Assistant **Start date:** TBD

**Reporting to:** Early Childhood Development Manager **End date:** TBD

**Posting date:** REPOSTED Sept 16, 2021 **Wages:** based on qualifications

**Closing date:** UNTIL FILLED **Position:** Monday -Friday

Xaxlip Early Years program requires a skilled, responsible worker to provide a quality, inclusive early childhood program to children in a group setting under the direction of the Early Childhood Development Manager.

**Summary of Duties:**

* Supervise children at all times
* Assist in planning and implementing the six components of the Aboriginal Head Start Program into the daily activities that promote the children’s intellectual, physical, social, and emotional growth
* Provide guidance and ensure the health and safety of all children
* Plan and prepare nutritious snacks or hot lunches
* Assist with all cleanup duties
* Follow Child Care Licensing Regulations
* Ensure the environment, equipment and materials are in safe working order
* Maintain a daily log of activities, incidents, and attendance
* Keep a good working relationship with the children, parents, and Xaxlip Administration
* Assist in other duties as directed by the Early Years Manager

**Job Skills and Abilities:**

* Preferably knowledge/ familiarity of the St’at’imc language and culture
* Build a positive relationship with children, families, and staff
* Ability to work independently and as a part of a team
* Keen interest in quality instruction to enhance children’s growth and development skills

**Qualifications/Experience:**

* Early Childhood Educator certificate/ ECE Assistant certificate
* Valid Child Care First Aid certificate
* Food Safe certificate
* Clear a Criminal Record Check and Vulnerable Sector Check
* Provide a copy of immunization records

**Only those selected for interview will be contacted.**

Resume and cover letter with references to be dropped off at the reception desk to be date stamped or

directed to:

**Email:** **hr@xaxlip.ca**

**Xaxli’p**

**Attention: Xaxli’p Administrator**

**PO Box 1330**

**Lillooet, BC V0K 1V0**

**Phone 250 256-4800 Fax 250 256-4803**