



Cayoos Creek Indian Band

P.O box 484, Lillooet BC, V0K 1V0

Ph: 250-256-4136

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Cayooscreek.ca

JOB POSTING

ASHOR / Early Child Education

Signing Bonus + Competitive Wage + Excellent Benefit Plan

Job Posting: ASHOR / ECE Worker

Work hours: Monday to Friday, 8:30 am to 4:30 pm, 35 – 40 hours per week

Reports to: Daycare Manager

Job Summary:

The Candidate will implement Cayoos Creek Indian Band daycare programs ensuring that all the community members, on and off the Nation have access to adequate, equal, efficient, and quality services. The successful applicant will have demonstrable experience in all aspects of the HeadStart programming and the Daycare Center. You should display a friendly demeanor, have a love for children, and strive to create a supportive and encouraging environment.

Duties and Responsibilities:

- Ensure a safe, happy, and stimulating environment for children.
- Coordinate curricula with staff that complies with state and federal requirements.
- Ensure that center facilities are safe for children and comply with laws and regulations.
- Evaluate and purchase materials, equipment, and supplies.
- Complete ongoing training and courses to remain up to date on daycare standards and procedures.
- Communicate and meet with parents regarding their children and the center's policies.
- Lead activities by telling or reading stories, teaching songs, taking children to local points of interest and providing opportunities to express creativity through the media of art, dramatic play, music and physical activity.
- Plan and maintain an environment that protects the health, security and well-being of children.
- Guide and assist children in the development of proper eating, dressing and toilet habits.
- May plan and organize activities for school-age children in child-care programs before and after regular school hours.
- May supervise and coordinate activities of other early childhood educators and early childhood educator assistants.
- Perform other related duties that do not affect the nature of the job, including participating on project task teams or assisting with special assignments.
- Develop and facilitate a marketing and communications plan.
- Other duties as assigned
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Skills

- Excellent written and verbal communication skills.
- Excellent organizational, problem-solving, and time-management skills.
- Maintain a professional appearance, attitude, and work ethic at all times
- Comply with local, provincial and federal laws governing child care.
- Facility operational knowledge; budgetary, and program development
- Must be detail-orientated and organized
- Strong crisis and conflict management abilities

Qualifications

- Required: Early Childhood Education Certificate.
- Strong preference for Infant Toddler Educator Certificate.
- Must have a good knowledge of child safety requirements and possess current and applicable Food Safe, First Aid and CPR certifications for Infants to Children.
- Valid BC Class 5 Driver's License.
- Must pass both a Criminal Record Check and Vulnerable Sector Check
- TB (Tuberculosis) Test Results

Salary Range: \$26.00 to \$30.00 per hour

Term: indefinite (upon completion of probation)

Scope: full time, 35-40 hour per week

NOTES:

- All applicants must submit their resume, cover letter, and three references.
- The successful applicant must submit both a Criminal Record Check and Vulnerable Sector Check prior to commencing.
- Cayoose Creek is an equal opportunity employer and encourages applications from all qualified individuals. Pursuant to Section 41 of the BC Human Rights Code, preference may be given to applicants of Indigenous, Metis or Inuit heritage. Candidates of Indigenous-identity are encouraged to self-identify on their application or within their cover letter.

Forward your Resume and Cover Letter to:

Attention: Rhonda Leech, Administrator

Email: Fallon Flann, Admin Assistant at: adminassistant@cayoosecreek.ca

Fax: (250) 256-4138

Application Deadline: Until filled