

Early Childhood Educator

Qualicum First Nation Child & Family Centre is seeking a Daycare Supervisor

The ECE Supervisor is responsible for developing, delivering and managing all aspects of the Daycare Program in accordance with the Community Care Facility Act and Licensing Regulations while ensuring the vision, goals and objectives of the Qualicum First Nation.

Responsibilities Include:

1. Ensuring the delivery of a safe, developmentally appropriate, quality child care program in accordance with relevant provincial and Band legislation, policies and procedures.
2. Develops and is responsible for the planning and implementation of the day care program and daily activities for the children.
3. Keeps current, accurate and confidential records including client registration files, personnel files, daily attendance and required files for licensing.
4. Ensures that the facilities, equipment and materials are clean, safe and well maintained.
5. Communicates with parents on matters related to their child, provides programming information in the form of newsletter and calendar of activities, provides resources on parenting to parents
6. Participates in daily program activities.

Qualifications:

- Early Childhood Education Certificate
- Valid first aid certificate including child CPR
- Clear criminal record check
- Letter from physician stating you are physically and mentally capable of working with children
- Experience in a child care setting preferred
- Excellent verbal and written communication skills

Wage: \$18.00 - \$20.00 an hour to start

For more information see our website www.qualicumchildcare.ca or call 250 757-8092. Please forward resume via email to childcare.qualicum@shaw.ca or fax 250 757-9898.