



Seabird Island Band Employment Opportunity Posting

Position Title: Daycare Supervisor
Competition Number: JP-2017-066

The Seabird Island Band is a multi-faceted First Nations Band that includes government, business, service and non-profit services. We work as an integrated team to improve the health, education, and economic opportunities for First Nations people to create thriving First Nations families and communities.

Are you at a point in your career that you are wanting to make a meaningful difference in a community where your knowledge, skills and experience will make a significant impact on students, staff and the community? Then this is the job opportunity you have been waiting for!

Position Summary:

The Daycare Supervisor assumes responsibility for the day to day operation of the Child Care Centre. This includes providing a safe, welcoming, culturally rich and educational early childhood development environment. The Supervisor is responsible for program planning, working effectively with staff, families and children, connecting with the community and ensuring adherence with licensing requirements. The Supervisor is responsible for providing leadership in keeping with the philosophy of the Early Learning and Child Care Program at Seabird Island.

At Seabird, we are proud of our rich culture that has been passed on to us from our elders and previous generations. We promote/organize many activities that help create awareness, understanding and respect of our culture. **Speaking in the Halq'émeylēm language is one of many cultural activities that happens at the Daycare Center.** The Daycare Supervisor is expected to respect the culture by participation and appreciation of all such activities.

Qualifications/Requirements:

- High School Diploma;
- Early Childhood Education Certificate and current license to practice;
- Infant and Toddler Certificate and current license to practice;
- Special Needs Certificate and current license to practice;
- 5+ years' experience working with children in an Early Childhood environment;
- Be knowledgeable, informed, and current on child care philosophies;
- Experience scheduling and supervising staff;
- Experienced in program planning and implementation;
- Must provide satisfactory immunization and tuberculosis testing results;
- Valid First Aid and CPR certification;
- Able to adhere to Oath of Confidentiality and Seabird Island Band Policies and Procedures
- Excellent organizational and creative problem solving skills;
- Excellent verbal and written communication skills;
- Proficient with MS Office, online research and business tools, and database administration for children's records and fees;
- Physically and emotionally capable of carrying out the duties of the position;
- Satisfactory Criminal Records Check clearance;

- Interpersonal and relationship building skills, including ability to work as part of a team;
- Ability to maintain confidentiality in regards to children, families and staff members;
- Awareness and knowledge of Sto:lo traditional culture, traditions and language is an asset;
- Experience working with First Nations children would be an asset;
- Active participation in promotion of the culture and language of Seabird Island;
- Valid BC Class 5 driver's license (with willingness to obtain class 4) and reliable transportation required.

Primary Responsibilities:

- Plan, develop, implement and evaluate comprehensive child care services, including quality assurance, age and developmentally appropriate activities and programming designed to promote and enhance children's development in physical, emotional, social, and cognitive areas;
- Focus on integrated program planning which honors individuality, diversity and children's emerging interests within family and community contexts;
- Ensure that the Center has adequate staffing in all areas at all times, and that children receive education beyond child minding;
- Build a strong working relationship with all Early Childhood Development (ECD) staff;
- Maintain adequate liaison with the appropriate agencies, professional associations and other child care programs;
- Ensure that all safety and supervision standards are implemented and maintained according to licensing standards and Seabird Island policy/procedures;
- Supervise all staff (FT/, PT, temporary, seasonal, casual) and students, including evaluation of staff performance. Leads staff and family meetings, to ensure goal setting, flow of communication and adequate staff management;
- Maintain confidentiality of all information related to the center, the children, their families, and staff;
- Make the necessary referrals for health, development, speech, language and hearing to the Early Childhood Program Manager;

Come join our team to help us work towards building a healthy, self-sufficient, self-governing, unified and educated community. Interested candidates are invited to submit a resume and cover letter.

Please apply online at <https://seabirdisland.startdate.ca>

Pursuant to section 41 of the BC Human Rights Code, preference may be given to applicants of Aboriginal Ancestry.

We regret that we will only respond to those applicants chosen for an interview. We thank all applicants for their interest in Seabird Island and encourage you to apply for future job opportunities.