



Box 2200
Lillooet, B.C.
V0K 1V0

Ph: (250) 256-4204

Fax: (250) 256-4058

Early Childhood Educator (Supervisor)

This position will coordinate all Early Childhood activities relating to the Head Start and Daycare Programs.

Responsibilities:

1. Oversee the development of the Early Childhood Education Program for Ts'kw'aylaxw through:
 - Implement all Early Childhood Education Programs for children ages zero to six years;
 - Providing a safe & clean environment for all participants in the programs for ages zero to six years;
 - Ensure Centre and programs meet all regulations and mandates of programs.

2. Coordinate with assistants to deliver daily activities of the programs offered at the Centre:
 - Child intake;
 - Maintain child records;
 - Supervision of staff of Head Start including assistants, volunteers and any other staff at the Centre;
 - Cleaning;
 - Child interaction;
 - Ensure that safety and emergency procedures are implemented and maintained;
 - Ensure that the programming meets the tradition, cultural, emotional, intellectual, and physical needs of the children;
 - Administer to all policies and procedures of the Ts'kw'aylaxw Daycare/Preschool;
 - Provide healthy snacks and lunches for the programs.

3. Coordinate communication strategies for parents and the community of Ts'kw'aylaxw:
 - Distribution of newsletters to community;
 - Community and parent involvement;
 - Coordinate Parent Advisory Council meetings;
 - Team work with staff, community and other programs.

Qualifications:

- Early Childhood Diploma from a recognized institute;
- At least 5 years' experience Supervising in a daycare/preschool program is an asset;
- Must have administration skills and be computer literate;
- Must have a vulnerable sector criminal record check;
- Must have a class 5 driver's license and own transportation;
- Must have Food safe and Emergency Childcare First Aid and CPR/AED.

Closing Date: September 23, 2022

TS'KW'AYLAXW FIRST NATION

TELEPHONE: (250) 256-4204, FAX: (250) 256-4058

35100 HWY 99 NORTH PO BOX 2200, LILLOOET BC, V0K-1V0

Email resume and cover letter to: ExecutiveAssistant@tskwaylaxw.com

****Only those short listed will be contact for an interview.**