



## JOB POSTING

### CHILDCARE CENTER – ECE ASSISTANT MANAGER

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#### Summary

The Early Childhood Educator reports to the Childcare Manager and will be part of a team that will plan and implement a culturally based child care program that is designed to give each child an opportunity to participate in experiences that will enable them to reach their full potential. The ECE will provide nurturing care and education to young children from infancy to preschool age in a group setting, supporting parents through on-going communication about each child's development. The ECE will work collaboratively with other child care staff, Elders, families and children.

#### Specific Duties

- Responsible for the continuous supervision, safety and well-being of the children.
- Recognizes and responds to the needs of each child by using developmentally appropriate teaching and child behaviour management techniques.
- Shares in the responsibility for planning, preparing and implementing stimulating, culturally based, age-appropriate activities that encourage children's creativity and learning and promote each child's social, emotional, cognitive and physical development.
- Participates fully and consistently as a conscientious team member in caring for the children and in the overall operation of the program and centre; maintains regular and open communication with program team members and all other co-workers.
- Establishes and maintains regular communication with parents.
- Ensures the program operates at all times in compliance with all child care licensing standards.
- Must know and implement: Centre routines and practices; BC's Child Day Care Regulation and Standards of Practice.
- Observes and records relevant information on each child's progress as required/as per Centre practices.
- Attends and participates actively in all program/centre, parental or other meetings as required.
- Shares responsibility for maintaining program equipment in good repair; assists with toy/equipment disinfecting.
- Shares responsibility for maintaining the play environments and storage areas in an organized and clutter-free condition.
- Participates in regular fire drills and other emergency procedures.
- Engages in positive collaboration with the other programs and early childhood educators of the centre in coordinating the effective use of equipment, facilities and personnel.
- Participates in ongoing professional development and attends/maintains all mandatory training.
- Participates in the supervision, training and mentoring of students and supply teachers.
- Assists the Child Care Manager in maintaining a safe and healthy work environment by promptly reporting any existing and/or potential workplace hazards.
- Performs other duties as may be assigned from time to time by the Child Care Manager or her/his designate.



The ECE Child Care Assistant Manager is approximately 20% of the position responsibilities and reports to the Child Care Centre Manager and is responsible for assisting with the day-to-day operation of the **ʔiihmisuk ʔaatneʔis (Treasure Our Young Ones) Child Care Centre**. The Child Care Assistant Manager is responsible for assisting the manager in developing, staff, Elders, families and children, and Friendship Centre staff. The Assistant Manager will develop relationships in the Aboriginal and early childhood communities, mentor students and will support the manager with administrative responsibilities related to the day-to-day operation of the Child Care Centre.

The Child Care ECE Assistant Manager will provide leadership and guidance in a culturally based program that encourages healthy development in children's mind, body, spirit and health.

### **Specific Duties**

#### 1. Overall

- Maintain a safe and healthy learning environment for children and their families where families feel welcome.
- Regularly contact and act as a resource for parents and caregivers.
- Encourage and support parental, Elder and community involvement in the Child Care Centre.
- Maintain adequate liaison with the appropriate agencies, professional associations and other child care programs in the community.
- Be knowledgeable, informed, and current on Aboriginal early childhood learning and care philosophy and best practices.
- Possess a thorough knowledge of and adherence to Community Care and Assisted Living Act - Child Care Licensing Regulations

#### 2. Develop and implement a culturally based program for young children

- Plan and implement a culturally based program and activities to meet the physical, emotional, intellectual, social and spiritual needs of the children in the program.
- Ensure adequate equipment and activities.
- Ensure equipment and the facility are clean, well maintained and safe at all times
- Provide weekly and monthly schedules of activities.
- Work alongside the Manager to establish policies and procedures including acceptable disciplinary policies, emergency procedures with the assistance of the Executive Director.
- Develop after school care programs for older children.

#### 3. Supervise and support child care Centre staff

- Manage child care staff resources effectively to ensure that all staff work as members of a team, have input into planning and have opportunities for improving their professional skills.
- Provide coverage for absent child care staff as required where possible.
- Supervise, coach and encourage staff in the absence of the Manager.
- Prepare staff schedules and perform other administrative duties as necessary
- Assist with planning and participate in monthly staff meetings.



4. Co-Manage the administration of the child care program
  - Enroll children and orient families to the child care program.
  - Support parents in subsidy applications as required.
  - Keep parents informed of program expectations, program activities and their child's progress.
  - Ensure compliance with BC's Child Day Care Regulation and Standards of Practice.
  - Develop and maintain current, accurate and confidential child files, ensuring that adequate records are maintained.
  - Be aware of and monitor the child care budget with the Management Team.
  - Receive and record child care fees working with the Finance Department.
  - Work closely with PAFC administration & Finance Department to ensure that all government forms are prepared and delivered.
  
5. Supervise children in the child care Centre
  - Ensure children are supervised at all times.
  - Provide and support language and cultural experiences and activities for children involving Elders and community members, including food, songs, games and storytelling.
  - Provide opportunities for sleep and rest time.
  - Establish routines and provide positive guidance.
  - Implement positive discipline when required.
  - Clearly and effectively communicate in a manner that children understand
  - Perform other related duties as required by the Executive Director of the Friendship Center.

**REQUIREMENTS AND QUALIFICATIONS:**

- Formal training in Early Childhood Education/Development, Infant and toddler certificate and or with a BC Five Year Early Childhood Educator Certificate.
- Three to five years' experience in the child care profession, including supervisory experience is an Asset and preferred.
- Three to five years' experience in an Aboriginal community, working with children and families is considered an asset
- Excellent communication, written, presentation, and interpersonal skills are necessary.
- Excellent organizational skills and initiative is imperative.
- Creative problem-solving skills
- Computer skills with knowledge of Microsoft Office Programs
- Knowledge of Nuu-chah-nulth history and culture is an asset
- Knowledge of recreational, social and life skills, and parenting programming and activities relevant to First Nations



**MANDATORY:**

- Must possess a valid Class 5 Driver’s License and have a reliable vehicle that can be used for work.
- Must provide Criminal Record Check and Drivers Abstract upon selection,
- Must be available to travel and be flexible in hours,
- Early Childhood Educator and or Infant/Child First Aid Certificate is Mandatory.

**Deadline:** September 23, 2021

**Start Date:** October 12, 2021

**Salary:** Dependent on Skills and Experience

**Send Resumes and Cover Letter to:**

**Cyndi Stevens, Executive Director**  
Port Alberni Friendship Center  
3555 4<sup>th</sup> Avenue Port Alberni, BC  
V9Y 4H3

Email resume and Cover letter to:

[employment@pafriendshipcenter.com](mailto:employment@pafriendshipcenter.com)

“Please note only those selected for an interview will be contacted”