



JOB POSTING

March 3, 2016

Job Title: Early Childhood Education Group Childcare Program Manager

Overview: The Wells and Area Community Association (WAACA) is seeking a creative and experienced Early Childhood Educator to manage the Huckleberry Day Care Centre in Wells, BC. This person will provide quality care in a multi-aged program for children ranging from infant/toddler to school aged children. This position is full time in summer (May to September) and part time in winter (October to April) starting immediately. The wage for this position is \$17.50/hour. Please note that for the right person training could be provided for this position, please inquire at the address below for more information.

Qualifications

- o Post Secondary Diploma or Certification in the field of Early Childhood Education
- o Post Secondary Diploma Certification with Infant/Toddler an asset
- o Excellent interpersonal communication and conflict resolution skills
- o Current First Aid/CPR-C Certified
- o Food Safe an asset
- o Computer proficient (Microsoft, Excel)
- o Relevant experience displaying strong leadership or staff/volunteer supervision
- o Ability to work effectively with community partners and WAACA
- o Recent related experience working with children and families licensed child care programs, or an equivalent combination of education, training and experience
- o Willing to negotiate a flexible schedule if required.
- o Willing to live in a small, remote, rural, creative community

Duties and Responsibilities

- o Develop and maintain a safe, comfortable age-appropriate environment that promotes quality care in a multi aged group program
- o Provide age appropriate supervision and guidance including day to day needs such as toileting, nutrition and rest times.

- o Plan and implement contemporary Early Childhood education practices and programming
- o Coordinate registration including relevant policies required with the WAACA Administrator
- o Maintain daily logs and program information
- o Work independently and within a team
- o Ability to travel to and from or live in our small, remote, rural community

Interested candidates are requested to submit a cover letter and resume (with two references) which speak to and demonstrate the above skills, experience and competencies by March 31st. Address to: Huckleberry Daycare Personnel Committee, Box 183, Wells BC V0K 2R0 or email wellsdaycare@gmail.com.