

JOB POSTING – OK MINI SCHOOL

OK Mini School is a small, licensed preschool located in Okanagan Falls. We have been preparing 3 & 4 year old children for future learning for over 30 years. Our mission is to give our preschoolers the confidence to feel good about themselves and become life-long learners. We believe all children are entitled to environments and opportunities that encourage emotional, social, cognitive, creative, and physical development. The preschool operates as a non-profit organization.

We have an immediate requirement for a:

Program Manager

You are an experienced, licensed Early Childhood Educator. You will teach the class, providing nurturing care and developmentally appropriate education to meet the needs of the children within a safe and healthy environment. You will lead the teaching team and manage the preschool program alongside the Executive Director with guidance from the Society. You are an ambitious individual, excited for an opportunity to take on a managerial and leadership role. Your skills and abilities also include:

- Early Childhood Education certification
- First Aid Certification
- Two years experience in a group child care program
- Management experience an asset
- Strong interpersonal and organizational skills
- Strong verbal and written communication skills
- Initiative to work independently and manage time effectively.
- Adequate energy level and ability to meet the physical demands of the job
- Proficient use of the Microsoft suite of products and Gmail.

Salary: \$23 650 - \$28 380 per annum based on 43-week permanent contract (September thru June)

This is a part-time position, 25-30 hours per week. There is room for growth in the child care sector in the community and a great potential to expand our license and further promote this position. If you are interested and meet the above qualifications, we would like to hear from you.

Please apply in writing, preferably via e-mail, by May 1, 2021 to:

E-mail: okminischool@shaw.ca

OK Mini School, Box 6, Okanagan Falls BC V0H 1R0

All applications are treated as confidential. We thank all applicants for their interest.