

JOB OPENING

DAY CARE AND HEAD START SUPERVISOR



Job Title: Day Care and Head Start Supervisor
Reports to: Education Manager

Job Summary: The Day Care and Head Start Supervisor is accountable for the successful operations of the Xats'ull Head Start/Day Care program according to the organization's vision, objectives, and strategic direction of Xats'ull First Nation. This position is responsible for the efficient operations of the day care and is an advocate for early childhood education in the community. Possessing excellent communication and management skills, the Day Care and Head Start Supervisor builds effective working relationships with community groups, funding agencies and other external contacts, and has a clear, results-oriented focus on community development.

Education and Experience:

- Three to five years early childhood education and/or management experience
- Experience supervising staff, as well as developing and managing budgets
- Hold an Early Childhood Education Certificate/Diploma

Skills and Abilities:

- Ability to work independently and build effective interpersonal relationships
- Understanding of legislation on Labour Code, Occupational Health and Safety, Privacy and Human Rights, as well as requirements for ISC, FNHS, CCOF, CCATEC, etc.
- Proficiency in the use of computer programs for word processing, databases, spreadsheets, email and the internet, to the intermediate level (capable of using a large number of functions and feel confident using the program)
- Report writing
- Ability to plan and implement developmentally appropriate activities and experiences
- Knowledge of First Nations language and culture

Type of Employment: 35 hours per week, subject to 90-day probation – full benefit package after completed probationary period

Application Deadline:

Opened till filled. Only candidates that are eligible for an interview will be contacted. To obtain a copy of this job description and application, please visit www.xatsull.com.

Conditions of Employment:

- Must be able to obtain and maintain a Provincial Criminal Records Check and preschool license as per the Community Care & Assisted Living Licensing Act,
- Must have and maintain a valid Class 5 BC Driver's License, Class 4 would be an asset, or willing to obtain Class 4 training
- Have reliable transportation
- Must undergo tuberculosis test and proof of immunization
- Must be willing to organize, prepare and maintain the organization of the Day Care with regular cleanings and maintenance system in place; and be willing to supervise the Head Start Outreach program worker.

Resumes can be mailed or emailed or delivered by hand to: Leasa Williamson, Executive Assistant
3405 Mountain House Rd.
Williams Lake, BC V2G 5L5
Email: execasst@xatsull.com

Or by fax to: 250-989-2300
Only those selected for interview will be contacted

Please provide your cover letter and resume. Open until filled. Only candidates who are eligible for an interview will be contacted. To obtain a copy of a complete job description please request one from the Executive Assistant. Preference will be given to persons of Aboriginal ancestry as per Section 16(1) of the Canadian Human Rights Act.