



## LSLB JOB POSTING – INTERNAL/EXTERNAL

**DEPARTMENT:** Skw'lax Daycare

**POSITION:** Early Childhood Educator

### POSITION SUMMARY:

Reporting to and under the direction of the Daycare Manager for Skw'lax Daycare, the Early Childhood Educator will provide supervision and implement daily programs for children ages 3 months to 6 years in a group daycare setting.

### DUTIES AND RESPONSIBILITIES:

- Program plan and supervision of children 3 months to 6 years.
- Carry out daily routine requirements
- Educate self of health and safety issues
- Awareness of social issues affecting children
- Inventory of equipment and supplies
- Regular housekeeping duties
- Ongoing liaison with parents
- Attend staff and parent meetings
- Preparation of nutritious snacks
- Reception duties including telephone and faxing
- Maintain regular attendance and punctuality
- Maintain confidentiality
- Other related duties

### SKILLS, TRAINING AND KNOWLEDGE:

- Current Early Childhood Educator certificate or the ability to obtain prior to the end of January 2020.
- Familiar with BC Licensing regulations
- Willing to participate in personal development workshops
- Provide positive guidelines and work well with children
- Ability to work on a team basis with other staff members
- Have basic computer skills
- Up to date First Aid and Food Safe certificate
- Good communication skills - written and verbal
- Work independently, self-starter, willingness to learn
- Familiar with Secwepemc Language and Culture would be an asset
- Good role model, education, community and home

**OCCUPATIONAL REQUIREMENTS:**

Successful candidate shall provide a criminal record clearance check, TB test and medical clearance.

**TERM OF POSITION:**

Fulltime permanent

**APPLICATION DEADLINE:**

Ongoing until filled

**START DATE:**        January 2020

If you possess the necessary qualifications and skills, please forward your cover letter, resume and references in strictest confidence to:

Email:            [hr@lslib.com](mailto:hr@lslib.com)  
Fax:                250.679.3220  
In person:        LSLIB office  
                      1886 Little Shuswap Lake Road  
                      Chase, BC V0E 1M2

While we thank you for your interest in Little Shuswap Lake Band, we will only be contacting the short-listed candidates.