



Employment Opportunity

StrongStart BC Facilitator

Reference No. QSL LLE SSFAC 1019

PURPOSE: Reporting to the Le'lum'uy'lh Daycare Manager, the StrongStart BC Facilitator is responsible for creating and facilitating a program environment where parents and caregivers participate alongside their children (0-5yrs) in an interactive, play based setting. This is a part-time term position, minimum of 15-20 hours per week subject to program needs, for the remainder of the 2019/2020 school year.

RESPONSIBILITIES:

- Plan and implement developmentally appropriate StrongStart BC activities and experiences; when possible incorporate experiences that foster the Cowichan Tribes language, culture and traditions
- Ensure that the programs and activities are developed and maintained in response to the StrongStart BC guidelines
- Set up and take down daily, as necessary, program materials and equipment
- Maintain confidentiality of all information related to the programs' children, parents/caregivers, and staff
- Create a safe, healthy, and friendly environment for children and their caregivers including but not limited to reporting injuries or illnesses, creating daily-log notes, monitoring hazards, tending to children health and wellness needs, administering first-aid and reporting any concerns to supervisor
- Produce and maintain reports, work plans, and detailed daily program statistics including monthly and quarterly statistics to the Daycare Manager
- Contribute to the ongoing operations of the daycare; participate in StrongStart BC meetings, LLE staff meetings, professional development, and events; facilitate a team environment; maintain positive working relationships with ECE staff, parents/caregivers, elders and other child development professionals
- Make referrals to community services as needed
- Other related duties as required

EDUCATION AND EXPERIENCE: *(please attach all required documents)*

- Early Childhood Education Certificate or Diploma required
- Minimum BC Class 7 Driver License and reliable vehicle is required
- Child Safe First Aid Certificate required
- Criminal Record Check is required
- Experience in coordinating multi aged play based programming is required

SKILLS, KNOWLEDGE, AND ABILITIES:

- Familiar with Early Learning Framework
- Excellent communication skills (interpersonal, written and verbal)
- Positive, energetic, nurturing and sensitive attitude that encourages healthy childhood development
- Physically able to carry out child care functions (standing, bending, crouching and lifting up to 45 lbs.)
- Excellent time management skills with the ability to multi-task in a busy team-based environment
- Ability to work under limited supervision
- Ability to work in a variety of settings; including but not limited to working with a diverse population
- Knowledge of Cowichan language, culture, and values

Interested applicants are invited to submit a current resume and a detailed cover letter clearly stating how you meet the qualifications listed in the job posting. Please reply to the undersigned, quoting the reference number and position title.

Attention: Reference No. QSL LLE SSFAC 1019

Human Resources Department, Cowichan Tribes
5760 Allenby Rd. Duncan, BC V9L 5J1

Email: resume@cowichantribes.com

Website: <http://www.cowichantribes.com/employment>

Deadline: 4:00 p.m. Wednesday, October 23, 2019

Pursuant to section 41 of the BC Human Rights Code, preference may be given to applicants of Aboriginal ancestry. We thank all applicants in advance but only those selected will be contacted.