



STZ'UMINUS FIRST NATION

Job Opportunity – Childcare Manager

The Stz'uminus Education Society is seeking a full-time permanent Childcare Manager.

Under the direction of the Education Administrator, the Childcare Manager will be responsible for the overall operations of the Nutsumaam Lelum Child Care Center.

Essential Duties and Responsibilities:

- Ensures programs stimulate children's learning and are culturally appropriate for the Stz'uminus Coast Salish People.
- Ensures programs follow the Coast Salish Cultural calendar and are inclusive of the Hulqimimum language.
- Ensures the program delivery meets or exceeds the Community Care and Licensing Act
- Provides leadership in the planning and implementation of the children's programs.
- Provides time for coordinators and staff to plan program curriculum.
- Support programs with day-to-day support.
- Coordinates the support services for children with Special Needs, including a discussion with parents, referrals to support services, follow-up, and ongoing support.
- Complies with provincial child protection legislation.
- Maintains registration and waitlist.
- Encourages community/parent involvement.
- Produces monthly information for community and program newsletter.
- Develops trusting relationships with children and families.
- Strong advocate for families.
- Develops and administers the annual budget and maintains the financial controls/procedures within the Childcare Center.
- Able to build and maintain productive working relationships with all Early Learning stakeholders.
- Able to work independently and collaboratively in a team environment

Required Qualifications:

- Minimum 3 - 5 years experience licensed to practice Early Childhood Educator issued by the BC Early Childhood registry
- ECEC Diploma, Infant and Toddler & Special Needs
- Experience supervising staff
- Experience with Indigenous culture and language
- Standard First Aid Level 1
- Criminal Record Check

Qualified applicants are invited to submit a cover letter and resume via e-mail by the closing date of **Tuesday, October 26, 2021, at 5:00 p.m. (PST)** to resumes@stzuminus.com