



# Steveston Community Society

*Serving the Community of Steveston Since 1946*

## Preschool Leader 1

Reporting to the Preschool Coordinator, the Preschool Leader I assists with the development and implementation of a comprehensive community based preschool program for ages 3-5 years and/or 2 years.

### DUTIES AND RESPONSIBILITIES

- Assist with the development, planning and implementation of a comprehensive preschool program; organize and lead preschool activities, special events, fundraising and fieldtrips
- Assist volunteers and practicum students in the classroom setting
- Attend to children's physical needs, which may include toileting and eating
- Provide information to visitors wanting to hear about the program and/or see the classroom
- Attend regular meeting with preschool instructors and Preschool Coordinator
- Communicate problems or concerns with children, families, staff and external agencies
- Recommend referrals or additional services for children with professionals such as behavioural therapists, occupational therapists and speech language pathologists
- Monitor children in indoor and outdoor activities and during rest periods; conduct activities with children on an individual and group basis
- Ensure classroom safety as outlined by Health Medical Safety regulations; follow proper Centre protocol
- Administer medications as required in accordance with established policy
- Keep program facilities and equipment safe and clean, reporting any repairs and concerns to senior staff
- Plan and organize classroom layout
- Provide input into budget; order supplies and equipment
- Work with agencies to acquire resources for children
- Attend regular meetings with preschool instructors, Supervisor and where appropriate
- Responsible to document and report child abuse to supervisors and the Ministry
- Responsible to fill out accident report forms
- Other related duties as assigned and may vary according to facility

### REQUIRED QUALIFICATIONS

- Grade 12 plus working towards an Early Childhood Education Certificate and one years' experience or an equivalent combination of education and experience
- Criminal Record Check

### DESIRED QUALIFICATIONS

- Post basis ECE training
- 2nd language
- Food Safe certificate

### HOURS OF WORK AND WAGES

Starting September 2019, Monday-Thursday, 10-12 hours/week

Wages: \$16.20/hr

Interested candidates may apply for this position by sending a cover letter and resume to:

Laura Kump – Preschool Coordinator  
Steveston Community Centre  
4111 Moncton Street  
Richmond BC V7E 3A8  
Email: lkump@richmond.ca

The deadline for receiving applications is **August 23, 2019.**

The Steveston Community Society thanks all applicants in advance for their interest.

Only those candidates under further consideration will be contacted.