



Steveston Community Society

Serving the Community of Steveston Since 1946

EMPLOYMENT OPPORTUNITY

PRESCHOOL COORDINATOR

Job Summary:

Steveston Community Society is accepting applications for Preschool Coordinator. This position, reporting to the Community Facilities Coordinator and under the direction of the Community Society, is responsible for the development, organization, implementation, supervision and evaluation of a community based preschool program(s).

Duties and Responsibilities:

Programming

Create, plan, supervise, implement and evaluate developmentally appropriate and age specific preschool programs that address the needs of the whole child – socially, physically, intellectually, creatively and emotionally and which respect community diversity.

Work with Community Facilities Coordinator/Director of Child Services/Community Societies' Childcare/Program Committee to plan, develop, carry out and evaluate developmentally appropriate and age specific activities and experiences for children using modeling, observing, questioning, demonstrating and reinforcing techniques.

Plan, organize and implement preschool activities which include indoor/outdoor, active/quiet and individual and group activities

Ensure child's needs are being met by attending meetings and working with professionals that are involved with the child

Organize classroom layout and ensure cleanliness

Prepare and assist children with eating snacks; toilet children

Supervisory

Interview, hire and evaluate staff and volunteers; develop and implement workshops and training for all staff; provide orientation, motivation, mentoring and be a resource for staff; hire extra support if funded or required; ensure staff schedules, sub list and class 4 driving assignments are complete

Work with staff to develop and maintain the program's goals and objectives; facilitate inter-staff communication and team work

Customer Service/Communication

Explain and interpret the goals and objectives of the program to families.

Liaise with community workers, health professionals, Richmond ECE education committee and Board members

Promote licensed preschool and summer day camp programs; develop, plan and submit information for the seasonal Recreation and Culture guide; participate in the development of promotional materials and newsletters; assist with and support community events as required

Safety/Risk Management

Monitor children in indoor and outdoor activities



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Administrative

Supervise the maintenance, repair and purchasing of all equipment and supplies.

Develop and maintain budgets.

Develop, implement, evaluate and maintain all records, forms, policies and procedures; ensure programs adhere to all government and licensing standards

Administer all aspects of transportation including passenger safety

Research and administer grants from various funding agencies

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 completion of Early Childhood Education Certificate and three or more year's experience including two or more year's supervisory and administrative experience or an equivalent combination of education and experience

BCRPA High Five - Principles of Healthy Child Development Certification

Licensing requirements submitted prior to start date:

- Standard, Childsafe or Emergency First Aid including CPR C,
- Physician's note,
- 19+yrs. of age,
- Police Information Check,
- Immunization records

Desirable Qualifications:

Post Basic ECE Training

Reggio workshops

Montessori courses

Related courses in ECE administration or Human Resource (LAM-Leadership, Admin. and Management: Human Resources in Child Care)

Food safe certificate

Class 4 B.C. driver's license

Hours of Work and Remuneration:

- 30 hours/week (May be required to work some evenings and weekends)
- \$26.53 - \$28.15 (as of September 1, 2020) Benefits available after three-months

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

Kendall Herder – Community Facilities Coordinator – kherder@richmond.ca

The deadline for receiving applications is Wednesday, June 30, 2021 at 11:59pm

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

Only those candidates under further consideration will be contacted.