



# Steveston Community Society

*Serving the Community of Steveston Since 1946*

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## EMPLOYMENT OPPORTUNITY

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### PRESCHOOL INSTRUCTOR 1

Applications are now being accepted for Preschool Instructor I in our Licensed Preschool Summer Camps.

#### **Job Summary**

Reporting to the Preschool Coordinator or Community Facilities Coordinator, assists with the development and implementation of a comprehensive community based preschool program for ages 3-5 yrs.

#### **Duties and Responsibilities**

##### **Programming**

Assist with the development, planning and implementation of a comprehensive preschool program; organize and lead preschool activities, special events, fundraising and field trips; develop preschool curriculum

##### **Supervisory**

Assist volunteers and practicum students in the classroom

##### **Customer Service/Communication**

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

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

##### **Safety/Risk Management**

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

##### **Administrative**

Plan and organize classroom layout

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 enrolled and working towards in an Early Childhood Education certificate and one year's experience or an equivalent combination of education and experience

BCRPA High Five - Principles of Healthy Child Development Certification



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### **Licensing requirements prior to start date:**

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

### **Desirable Qualifications:**

Post Basic ECE Training  
Reggio Workshops  
Montessori Certificate  
2<sup>nd</sup> language  
Sign language  
Music background  
Food safe

### **Hours of Work and Remuneration:**

- Monday to Friday
- July 5 to August 27, 2021
- 21.25 – 26.25 hours a week
- \$19.94/hr

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

Kendall Herder – Community Facilities Coordinator – [kherder@richmond.ca](mailto:kherder@richmond.ca)

The deadline for receiving applications is **Wednesday, June 30, 2021 at 5:00 pm.**

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

Only those candidates under further consideration will be contacted.