



# Steveston Community Society

*Serving the Community of Steveston Since 1946*

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## EMPLOYMENT OPPORTUNITY

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### PRESCHOOL LEADER 1

Reporting to the Preschool Coordinator, the Preschool Leader 1 assists with the development and implementation of a comprehensive community based preschool program for 2 year olds (Time for Two's program).

#### **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 fieldtrips

##### **Supervisory**

- Assist volunteers and practicum students in the classroom setting

##### **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
- 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; conduct activities with children on an individual and group basis
- Ensure classroom safety as outlined by Health Medical Safety regulations; follow proper Centre protocol
- 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 and one years' experience or an equivalent combination of education and experience
- Standard, Childsafe or Emergency First Aid including CPR C
- BCRPA High Five – Principles of Healthy Child Development Certification
- Criminal Record Check



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## **Desired Qualifications**

- Working towards an Early Childhood Education Certificate or Responsible Adult Course
- ECE Training
- Reggio Workshops
- Montessori Certificate
- 2nd language
- Food Safe certificate
- Sign Language
- Music Background

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

- School Year (September 2022 to June 2023) Monday to Thursday, approximately 12-13 hours per week
- Wages: \$16.72/hour (rate effective Sept 1, 2021. Sept 1, 2022 rate under review)

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

**Catherine Nevada – Preschool Coordinator**

**Email: [catherine.nevada@richmond.ca](mailto:catherine.nevada@richmond.ca)**

Steveston Community Centre

4111 Moncton Street

Richmond BC V7E 3A8

The deadline for receiving applications is **July 27, 2022 @ 5:00pm.**

The Steveston Community Society thanks all applicants in advance for their interest.  
Only those candidates under further consideration will be contacted.