



Malahat Nation
110 Thunder Road, Mill Bay, BC, V0R 2P4
Tel: 250.743.3231 Fax: 250.743.3251
info@malahatnation.com www.malahatnation.ca

Malahat Nation is Hiring!!!!

Job title	Early Childhood Educator/Child and Youth worker
Reports to	Director Social Programs

Anticipated Start Date: As Soon As Possible

Terms of Employment: Permanent Part Time

Job Purpose

Under the Supervision of Director Community & Social Programs, the Early Childhood Educator or Child and Youth Worker will develop curriculum and supervise children ages five years and up in a variety of child and youth programming. The Early Childhood Educator will provide professional front line support and advice to the Nation on Early Childhood Education programs.

Duties and Responsibilities

Early Childhood Educator / Child and Youth Worker

- Plan, prepare and carry out developmentally and culturally appropriate programs and activities.
- Ensure positive communication and proactive relationships with team members, children & families.
- Ensure that Coast Salish traditions, language and cultures are integrated throughout all Early Years Programs
- Deliver services for children and parents in the capacity of a certified Early Childhood Educator (ECE) in the full scope of your license to practice
- Ensure all related paperwork (forms, consent etc..) are collected, completed in full and filed
- Planning and implementation of appropriate age-based activities according to skills and learning levels that promote social interactions and personal development
- Design, coordinate and implement Spring/Summer Day Camps and After School programs
- Ensure that all information about children, staff, visitors and volunteers is strictly confidential
- Post weekly/daily activity plans for age group you are working with
- Model appropriate behaviours and attitudes for children and families we provide service to



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Credentials/Qualifications

- Designated Early Childhood Educator diploma from an accredited institution
- Licensed to practice as an ECE (unrestricted) in the Province of BC
- CPR and standard first aid training or
- Child and Youth Worker certification from an accredited institution

The ideal candidate will have the following skills:

- Knowledge of ECE theory, research and practice
- Strong knowledge of child development
- Experience working independently and in childcare settings
- Strong communication skills, verbally and in writing, ability to work well and communicate well with children and families
- Experience working with First Nations in early-year programs
- Ability to maintain a high level of accuracy in preparing and entering reporting requirements
- Confidentiality concerning all social program files and citizens within programs
- Ability to work in a high paced environment dealing with difficult emotional and critical issues
- Exceptional time management skills

This position will be 24 hrs/week

Please submit your cover letter, resume and copies of credentials to Shawna Karr, Manager, Social Programs in person, fax 250-743-3251 or by email Shawna.Karr@malahatnation.com by March 30, 2018