



**AX SILA XA GINGANANAM DAYCARE  
(QUATSINO)**  
600 CLATUX PL.  
COAL HARBOUR, BC  
V0N 1K0  
PH: (250) 949-6498  
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## **Full-Time Daycare Coordinator (1.0 FTE)**

**POSTED:** JAN 27, 2019  
**JOB TITLE:** DAY CARE COORDINATOR  
**LOCATION:** QUATSINO FIRST NATION (NEAR PORT HARDY, BC)  
**CLOSING DATE:** FEBRUARY 11, 2019 @ 3:00 PM (PST)  
**COMPENSATION:** TBD (35 HRS/WK) BASED ON EXPERIENCE  
**BENEFITS:** GROUP HEALTH PLAN & EMPLOYER MATCHING PENSION PLAN

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### **SUMMARY:**

The Ax sila xa gingananam Daycare Coordinator organizes the provision of nurturing care and developmentally appropriate education to meet the needs of children in a group setting within a safe and healthy environment, through supervision of children, staff and volunteers and in co-operation with parents and other groups within the program.

**LOCATION:** Ax sila xa gingananam Daycare (Quatsino) is located approximately 16 km (12 min drive) northwest of Port Hardy, BC on the Quatsino IR#18 near Coal Harbour, BC. Please visit the neighbouring town's information website in order to learn more about the wonderful attributes of the area.  
<http://www.visitporthardy.com>

### **KEY OBJECTIVES:**

- To perform duties in accordance with the mission statement and core values of Quatsino First Nation and the mandate of Ax sila xa gingananam Daycare Coordinator Program
- To provide high quality child care in a group setting that meets the diverse needs and promotes optimum physical, social, emotional, cognitive and intellectual development of the children in care.
- To assume a supervisory and leadership role to the group that the program coordinator is responsible for.

### **DUTIES WILL INCLUDE BUT NOT BE LIMITED TO THE FOLLOWING:**

#### **Activity Planning**

- Plan and implement activities to meet the physical, emotional, intellectual and social needs of the children in the program
- Ensure the provision of nutritious snacks and lunches
- Provide adequate equipment and activities
- Ensure equipment and the facility are clean, well maintained and safe at all times

- Provide weekly and monthly schedules of activities
- Develop culturally appropriate programs and activities
- Develop activities that introduce early math and literacy concepts
- Establish policies and procedures including acceptable disciplinary policies
- Be familiar with emergency procedures
- Develop after school care programs

### **Supervise and develop day-care staff Main Activities**

- Supervise, coach and encourage staff
- Evaluate staff performance
- Take corrective action when necessary
- Assess training needs
- Provide opportunities for training and development

### **Manage the administration of the day-care program**

- Keep parents informed of program expectations, program activities and their child's progress.
- Receive and record day-care fees
- Develop monthly and yearly statistics about number of participants, costs of equipment, supplies and maintenance

### **Supervise children in the day care**

- Ensure children are supervised at all times
- Provide various experiences and activities for children including songs, games and story telling
- Provide opportunities for sleep and rest time
- Build children's esteem
- Establish routines and provide positive guidance
- Provide a safe and secure environment for children to feel comfortable
- Implement positive discipline when required
- Clearly and effectively communicate in a manner that children understand

### **QUALIFICATIONS**

- Early Childhood Education (ECE) diploma or degree from a recognized college or university or other equivalent educational qualifications.
- Minimum of five years experience in a group child care program
- Strong organizational and administrative skills
- Good interpersonal skills
- Proven ability to work closely with other team members
- Sensitivity and respect for individual and cultural differences
- Adequate energy level and ability to meet the physical demands of the job

**APPLICATIONS AND SUPPORTING DOCUMENTS:** If you possess the qualifications please send your application with necessary documentation including details of experience, credentials, and names of at least three (3) professional references to the undersigned.

Email resumes and supporting documents to **kakotlatsi@rocketmail.com**

**CONTACT INFORMATION:**

K'ak'ot'lats'i School  
600 Cayuse Road  
Coal Harbour, BC  
Canada V0N 1K0  
Email: kakotlatsi@rocketmail.com

**DEADLINE FOR APPLICATIONS:** FEBRUARY 11, 2019 @ 3:00pm - Interviews will be scheduled for the following week.

**\*\*\*ONLY THOSE SELECTED FOR AN INTERVIEW WILL BE CONTACTED\*\*\***