



JOB POSTING – Headstart Program Manager

About the position

Position	Headstart Program Manager
Reports to	Principal
Start Date	ASAP
Status	Full Time
Salary	
Location	In person

Summary

Reporting to the Principal, the Headstart Program Manager is responsible for the operation of Health Canada's Aboriginal Head Start (AHS) program in the Gitsegukla Community, per licensing regulations and with provincial Family Child Care Program Standards. Overseas any problems or technical difficulties regarding the Head start building, staffing etc.

Who we are

Welcome to the Gitsegukla First Nation, a vibrant and proud community comprising 500 individuals. Nestled at the confluence of the Kitsequecla and Skeena Rivers, just 40 km southwest of Hazelton, British Columbia, our name Gitsegukla symbolizes "*people living under the precipice*" in the Gitxsan language, representing the striking mountain that overlooks our land. Located in the captivating Skeena Valley, our community offers a serene and picturesque environment that has sustained our ancestors for countless generations. We hold immense pride in our diverse culture, profound history, and cherished traditions, and our unwavering commitment is to safeguard these invaluable treasures for the prosperity of future generations.

What we offer

Gitsegukla First Nation will provide you with purpose in your work. As part of our team you will contribute to the betterment of our community. We value inclusivity, support, and care which foster a positive work environment. Along with the opportunity to work alongside a compassionate like-minded team, we provide a generous compensation package which includes:

- Three (3) weeks annual vacation
- Elective Leave: 18 days paid personal leave
- An additional 10 days paid time off during the festive season
- A generous registered pension plan
- A healthy extended benefit plan
- Training, Learning and Development to support your career growth

Supporting you

If you are a community member who is re-entering the work force, a new graduate, or in the midst of a career change, Gitsegukla First Nation is committed to your success. We provide training, coaching, mentorship, and professional development opportunities to support your success. We ask that you have an eagerness to learn. Having all the qualifications listed in the posting is not always necessary!

What you will do

Program Leadership

- Coordinate and supports the AHS program in Gitsegukla and ensures the program is run accordingly to Licensing regulations
- Promote programs to reflect first nations culture and language, with a local focus
- Evaluate program activities and seeks improvement opportunities, within program guidelines
- Uphold the values and objectives of the community
- Promote the use of learning centers
- Plan special events nights and special guests/ speakers
- Co-ordinate and supervises program staff per Gitsegukla Band standards and performance expectations
- Identify professional development learning activities for the Headstart staff

Finance and Administration

- Ensure all staff and children's files are complete and filed
- Provide recommendations for the purchase of equipment and material for the Headstart program to the Principal
- Maintain organizational structure and creates and maintains policy and procedure manuals for the operation of the program
- Work within established budgets
- Provide input into budgeted needs for the program to the Principal
- Identify and apply for grants to support program activities

Reporting

- Report monthly to the Gitsegukla Principal about the program's progress
- Provide reports as required: staff evaluation, staff warning letters, status of program development, staff meetings, attendance of staff, community involvement, review evaluations/recommendations of children who require extra support, program budget, and emergency evacuation forms
- Manage program budget and reports monthly expenses to the Principal
- Develops and distributes a monthly newsletter

Communication

- Foster positive and constructive communication with parents, staff, and external stakeholders (e.g. inspectors, child specialists)
- Enhance and maintains parent relations and work with parents/staff to relieve any parental concerns

Performs other duties and responsibilities as necessary in the performance of the position and as assigned by the Principal.

Qualifications: Education and Experience

- Valid Early Childhood Educator Certificate.
- Valid Child Safe First Aid Certificate, or equivalent
- 2 + years ECE work experience in a private or community childcare setting
- 2 + years of experience managing staff and working with a budget.

Skill Sets and Competencies

- Familiarity with the Community Care Facility Act, the Child Care Licensing Act and the Aboriginal Head Start Program requirements.
- Computer skills, including the use of Microsoft Word, Excel, Outlook Express
- Ability to work within a budget.
- Skilled in the use of a variety of child teaching and reinforcement techniques
- Keen child observation skills.
- Excellent verbal and written communication skills
- Ability to work in a team setting with co-workers and a variety of child specialists.
- A strong personal interest and commitment to Gitsegukla First Nation's vision, mission and values
- Knowledge of and previous work experience with First Nations Communities and Indigenous Cultures is a definite asset

To apply:

If you are aligned with our values and are committed to supporting our community, please submit your resume and cover letter to careers@jouta.com, with the position title in the subject line.

We encourage applicants to submit applications as soon as possible, as applicants will be reviewed on an ongoing basis. We thank all applicants for their interest; only those selected for an interview will be contacted.

Persons of Indigenous ancestry will be given preference. s16(1) CHRA.