



Ki-Low-Na Friendship Society

442 Leon Avenue | Kelowna, BC V1Y 6J3
Tel: (250) 763-4905 Fax: (250) 861-5514
www.kfs.bc.ca

Employment Position: Early Childhood Educator-Preschool/ Ages 3 to 5
Hours: 7:30 am – 5:30 pm, Monday – Friday (Flexible)
Wage: \$25 .00 – \$31.50 per hour
Yearly Salary Range: \$54,080 - \$65,520

Nature of Position:

The successful candidate is required to work at the Ki-Low-Na Friendship Society Aboriginal Learning Centre Skəmxiŋ Childcare Centre. They will be responsible for assisting in the development and implement programs for children 3 years to 5 years old. The successful candidate reports to the manager or the Centre. Responsible to the Skəmxiŋ Manager for the overall care and well-being of the children ensuring the Mission and Philosophy of the Ki-Low-Na Friendship Society is incorporated into all activities. This position will be responsible for teaching preschool and will work also in the day care facility.

Duties:

- Assist the manager with teaching cultural material according to the mandate of the Ki-Low-Na Friendship Society
- Assist with the maintenance of open communication with licensing, KFS employees and parents of children
- Work directly with children during Centre hours
- Assist with the development and distribution of a monthly newsletter which identifies activities, holidays, schedule changes and children and staff achievements
- Ensure that the furniture, toys and supplies are well maintained
- Pick up and drop off children using personal or company vehicle in accordance with ICBC insurance (Clear drivers record) when required and assigned
- Clean up of the facility, outside area and any vehicles used during work time, for work purposes
- Maintain and organise the assigned room to ensure that the area is neat and tidy
- Prepare snacks
- Ensure that the children are monitored and attended to at all times
- Prepare and facilitate daily activities at the centre, including circle time, crafts, outdoor structured and unstructured activities
- Create materials for Centre activities

Qualifications: Early Childhood Education Certificate

- Relevant combination of education and related experience and knowledge will also be considered
- Experience and competence in providing services to children



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- Qualified person of Aboriginal descent will be given preference
- Curriculum development is an asset
- Experience working in First Nation Community or organization is an asset

Requirements:

- Current BC Early Childhood Educator Certificate
- Current First Aid Certificate
- Food Safe Certificate (preferred or willing to attain)
- Food Handler or equivalent
- Valid driver's license – Class 4 is required
- Reliable vehicle
- Must consent to a criminal record check and CRRA check
- Clear BC drivers abstract
- Keep ECE license current
- Abide by all Centre policies and procedures
- Experience preferred two years
- References required

Reports to:

Skamxist Coordinator/Manager

Send Résumé and Cover letter to:

Mail: Ki-Low-Na Friendship Society
Att'n: Human Resources
442 Leon Ave
Kelowna, BC V1Y 6J3

Email: hr.admin@kfs.bc.ca

Fax: (250) 861-5514

We thank all applicants for their interest; however, only individuals selected for interviews will be contacted.