



Employment Opportunity – Full Time, Temporary JP-2021-27 Early Childhood Educator Assistant

The Position

Under the direction of the Mem7iman Child Development Centre Manager, the Early Childhood Educator (ECE) Assistant will provide quality inclusive childcare programming and supervision for young children in a group setting. This position will be responsible for guiding and instructing children in various educational subjects and life skills. In addition, the ECE Assistant will assist children with nurturing developmental and cognitive skills such as physical, mental, and social development.

The Candidate:

- Provide a daily balance of active/quiet, indoor/outdoor, and individual/group activities;
- Carry out a daily activity schedule as directed by the Lead Teacher or ECE Teacher;
- Help the Lead Teacher/ ECE Teacher organize space, equipment and materials before activities;
- Assist children in expressing themselves by listening and responding with questions or comments that extend conversations;
- Encouraging children's development of positive self-concept or self-regulation;
- Providing care and education for each child (e.g. setting up a snack, keeping a log of each child's day);
- Encourage and assist children in practicing self-help daily;
- Maintain equipment and assist in housekeeping duties like keeping the classroom organized, clean and cleaning up after activities;
- Ensuring health and safety of all the children;
- Adhering to all the Operating Policies;
- Ensure you are following the ECE Code of Conduct;
- Perform other tasks within the scope of the position.

Qualifications, Skills and Abilities:

- Early Childhood Educator Assistant Certificate (or in the process of completing);
- Valid ECEA License – registered in BC- which must be maintained throughout employment;
- At least 1-year experience in a daycare setting;
- Valid CPR and First Aid certificate;
- Knowledge and understanding of Community Care and Assisted Living Act, Child Care Licensing Regulations;
- Knowledge and understanding of the development of children and their mental, physical, social, emotional and spiritual needs;
- A valid Driver's License and access to a reliable vehicle;
- Working knowledge of Microsoft software including Word and Excel etc.
- High energy level with a strong work ethic;
- Sensitivity and respect for individual and cultural differences;
- Must be physically able to sit, climb, kneel or crouch and be able to lift/ move at least 25 pounds;
- Must be willing and able to pass a criminal record check.

If you are interested in the position, please send your resume and cover letter to the Human Resources Department at hr@shishalh.com.

Preference will be given to qualified shishálh members, community members, and other First Nation's members, Inuit and Métis. We sincerely thank all applicants for their interest in the position; however, only qualified applicants will be contacted for an interview.