



**Soda Creek Indian Band (SCIB)**  
Employment Opportunity

**Job Title:** Head Start Coordinator

**Job Summary:** The Head Start Coordinator is an advocate for children and families in the community and is responsible for the planning, organizing and delivery of the program, including supervising program staff and facilities and encouraging parental involvement.

**Education and Experience:** Early Childhood Education diploma and one to two years related experience

**Skills and Abilities:**

- Must have strong administrative, organizational and communication skills
- Ability to relate well to children and parents; work as part of a team and promote positive staff relations;
- Ability to self-regulate, meet deadlines, have attention to detail;
- Proficiency in the use of computer programs for word processing, databases, spreadsheets, email and the internet, to the intermediate level (capable of using a large number of functions and feel confident using the program);
- Special needs training for infants and toddlers;
- Recognizes and respects all cultural diversity and has knowledge of Aboriginal history, language, traditions, and culture

**Type of Employment:** 35 hours per week, subject to 90-day probation – full benefit package after completion of probationary period

**Criteria:**

- Must be able to provide proof of education, have a valid driver's license and reliable transportation, and a completed Criminal Records Check;
- Must be able to obtain and maintain a valid Emergency First Aid Certificate, WCB approved Level 1, and;
- Must undergo tuberculosis test and proof of immunization

**Application Deadline:** SCIB Application Form is required with your cover letter and resume by Friday, September 21, 2018 at 4:00 pm

**How to Apply:** By mail to 3405 Mountain House Road, Williams Lake, BC V2G 5L5, attention Deanna Dormuth, by fax to (250) 989-2300, or by email to [execasst@xatsull.com](mailto:execasst@xatsull.com) . Included in the cover letter please state salary expectation and provide three work related references. Complete job description and application form available by pickup at Band Office or on our website at [www.xatsull.com](http://www.xatsull.com) .