



## Soda Creek Indian Band (SCIB) Employment Opportunity

**Job Title:** Early Childhood Education Supervisor

**Job Summary:** The Early Childhood Education Supervisor is accountable for the successful operations of the Soda Creek Head Start/Day Care program according to the organization's vision, objectives, and strategic direction of SCIB. This position is responsible for the efficient operations of the day care and is an advocate for early childhood education in the community. Possessing excellent communication and management skills, the Early Childhood Education Supervisor builds effective working relationships with community groups, funding agencies and other external contacts, and has a clear, results-oriented focus on community development.

### **Education and Experience:**

- Three to five years early childhood education and/or management experience
- Experience supervising staff, as well as developing and managing budgets

### **Skills and Abilities:**

- Ability to work independently and build effective interpersonal relationships
- Understanding of legislation on Labour Code, Occupational Health and Safety, Privacy and Human Rights, as well as requirements for ISC, FNHS, CCOF, CCATEC, etc.
- 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)
- Ability to plan and implement developmentally appropriate activities and experiences
- Knowledge of First Nations language and culture

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

### **Conditions of Employment:**

- Must be able to obtain and maintain a Provincial Criminal Records Check and preschool license as per the Community Care & Assisted Living Licensing Act,
- Must have and maintain a valid Class 5 BC Driver's License, Class 4 would be an asset,
- Must provide a vehicle in good operating condition and appropriate vehicle insurance to meet program requirements, and;
- Must undergo tuberculosis test and proof of immunization

**Application Deadline:** SCIB Application Form is required with your cover letter and resume by **Friday, May 17, 2019 at 4:00 pm**

**How to Apply:** Soda Creek Indian Band  
Attention: Deanna Dormuth, Executive Assistant  
Mail or Hand Deliver to: 3405 Mountain House Road,  
Williams Lake, BC V2G 5L5  
By fax to: (250) 989-2300  
Email to: [execassist@xatsull.com](mailto:execassist@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)