THOMPSON
COMMUNITY ASSOCIATION
5151 Granville Avenue, Richmond, British Columbia V7C 1E6 • Telephone 604-238-8422

EMPLOYMENT OPPORTUNITY - PRESCHOOL COORDINATOR

Applications are being accepted for the position of Preschool Coordinator at Thompson Community Centre. Reporting to the Community Facilities Coordinator and under the direction of the Community Association, the successful candidate will be responsible to develop, organize, implement, supervise and evaluate a community preschool program and contribute to a positive and encouraging learning environment following the play-based emergent curriculum for ages 3-5-year old.

Duties and Responsibilities:

Programming

- Create, plan, supervise, implement and evaluate developmentally appropriate and age specific programs that address the needs of the whole child – socially, physically, intellectually, creatively and emotionally and which respect community diversity
- Plan, develop, carry out and evaluate developmentally appropriate and age specific activities and experiences for children using modeling, observing, questioning, demonstrating and reinforcing techniques
- Plan, organize and implement preschool activities which include indoor/outdoor, active/quiet and individual and group activities
- Ensure child's needs are being met by attending meetings and working with professionals that are involved with the child
- Organize classroom layout and ensure cleanliness
- Prepare and assist children with eating snacks; toilet children

Supervisory

- Interview, hire and evaluate staff and volunteers; develop and implement workshops and training for all staff; provide orientation, motivation, mentoring and be a resource for staff; hire extra support if funded or required; ensure staff schedules, sub list and class 4 driving assignments are complete
- Work with staff to develop and maintain the program's goals and objectives; facilitate inter-staff communication and team work

Customer Service/Communication

- Explain and interpret the goals and objectives of the program to families
- Liaise with community workers, health professionals, Richmond ECE education committee and Board members
- Promote licensed preschool and summer camp programs; develop; participate in the development of promotional materials and newsletters; assist with and support community events as required

Safety/Risk Management

- Monitor children in indoor and outdoor activities

Administrative

- Supervise the maintenance, repair and purchasing of all equipment and supplies
- Develop and maintain budgets
- Develop, implement, evaluate and maintain all records, forms, policies and procedures; ensure programs adhere to all government and licensing standards
- Administer all aspects of transportation including passenger safety
- Research and administer grants from various funding agencies
- Responsible to document and report child abuse to supervisors and the Ministry
- Responsible to fill out accident report forms
- Other related duties as assigned and may vary according to facility

Required Qualifications:

Grade 12 plus completion of Early Childhood Education Certificate and three or more years' experience including two or more years' supervisory and administrative experience or an equivalent combination of education and experience
BCRPA High Five - Principles of Healthy Child Development Certification (will be provided if needed)
Licensing requirements submitted prior to start date: Standard, Childsafe or Emergency First Aid including CPR C; Physician's note; 19+yrs. of age; Police Information Check; Immunization records

Desirable Qualifications:

- Post Basic ECE Training
- Reggio workshops
- Montessori courses
- Related courses in ECE administration or Human Resource (LAM-Leadership, Admin. and Management: Human Resources in Child Care
- Food safe certificate
- Class 4 B.C. driver's license

Hours of Work and Remuneration:

- 20-24 hours per week
- $32.99-$37.13/hr
- The Provincial ECE Wage Enhancement will apply upon hire
- Benefits package after 3 months

Interested candidates may apply for this position by sending a cover letter and resume to: thompson@richmond.ca

Deadline for receiving applications is **Monday, December 7, 2026 at 5:00pm.**
Only those candidates under further consideration will be contacted.