



Steveston Community Society

Serving the Community of Steveston Since 1946

EMPLOYMENT OPPORTUNITY

PRESCHOOL LEADER 1

Reporting to the Preschool Coordinator, the Preschool Leader 1 assists with the development and implementation of a comprehensive community based preschool program for 2 year olds (Time for Two's program).

Duties and Responsibilities

Programming

- Assist with the development, planning and implementation of a comprehensive preschool program; organize and lead preschool activities, special events, fundraising and fieldtrips

Supervisory

- Assist volunteers and practicum students in the classroom setting

Customer Service/Communication

- Attend to children's physical needs, which may include toileting and eating
- Provide information to visitors wanting to hear about the program and/or see the classroom
- Communicate problems or concerns with children, families, staff
- Recommend referrals or additional services for children with professionals such as behavioural therapists, occupational therapists and speech language pathologists

Safety/Risk Management

- Monitor children in indoor and outdoor activities; conduct activities with children on an individual and group basis
- Ensure classroom safety as outlined by Health Medical Safety regulations; follow proper Centre protocol
- Keep program facilities and equipment safe and clean, reporting any repairs and concerns to senior staff

Administrative

- Plan and organize classroom layout
- Order supplies and equipment
- Work with agencies to acquire resources for children
- Attend regular meetings with preschool instructors, Supervisor and where appropriate
- 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 and one years' experience or an equivalent combination of education and experience
- Standard, ChildSafe or Emergency First Aid including CPR C
- BCRPA High Five – Principles of Healthy Child Development Certification
- Criminal Record Check



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Desired Qualifications

- Working towards an Early Childhood Education Certificate or Responsible Adult Course
- ECE Training
- Reggio Workshops
- Montessori Certificate
- 2nd language
- Food Safe certificate
- Sign Language
- Music Background

Hours of Work and Remuneration:

- (March to June 2023) Monday to Thursday, approximately 12 hours per week
- Wages: \$16.96/hour

Interested candidates may apply for this position by sending a cover letter and resume to:

Catherine Nevada – Preschool Coordinator

Email: catherine.nevada@richmond.ca

Steveston Community Centre

4111 Moncton Street

Richmond BC V7E 3A8

The deadline for receiving applications is **January 20, 2023 @ 5:00pm.**

The Steveston Community Society thanks all applicants in advance for their interest.
Only those candidates under further consideration will be contacted.