



## Skwłāx te Secwepemcūłecw JOB POSTING

**Pillar: Wellness Pillar**

**DEPARTMENT:** Skwłāx Head Start

**POSITION:** Head Start Program Coordinator

### POSITION SUMMARY:

Reporting to and under the direction of the Head Start Manager the Head Start Program Coordinator will lead, plan, and implement high-quality and consistent programming that adhere to the 6 components of Aboriginal Head Start on Reserve (AHSOR). The Program Coordinator will supervise staff who support children admitted into the AHSOR program. and conduct administration work to meet the needs of the day-to-day operations of the AHSOR program.

### DUTIES AND RESPONSIBILITIES:

- Coordinates the general day to day operations of the AHSOR program.
- Promotes, encourages and assures the AHSOR 6 components are implemented and delivered for children and their families.
- Will encourage, support employees in the implementation of culturally responsive and developmentally appropriate early education activities/ curriculum in all programs, while embedding the teachings of the Secwepemc nation and its people.
- Ensures general program services and or deliveries such as orientation/ registration, filing, staff schedules, update child files and policies/ procedures are maintained and updated.
- Inventory of supplies and equipment
- Submit monthly reports to Head Start Manager
- Ongoing liaison with families
- Attends staff and parent meetings.
- Assures the program and its employees demonstrate quality assurance under the guidelines of the Child Care Licensing Regulations
- Maintain regular attendance and punctuality.
- Participate in ongoing professional development.
- Maintain confidentiality.
- Performs other related duties as assigned.

### SKILLS, TRAINING AND KNOWLEDGE:

- Valid ECE license to practice or other related experience
- Knowledge of AHSOR 6 components, practices and principles related to early childhood learning/ development.

- Familiar with BC Licensing regulations
- Coordination skills such as planning, organizing or other related skills.
- Highly organized and ability to multi-task with minimum supervision
- Knowledge and appreciation of Indigenous people and how culture impacts in the development of young children.
- Ability to work cooperatively as a member of a childcare team.
- Have basic computer skills.
- Up to date First Aid and Food Safe certificate
- Good communication skills - written and verbal.
- Good role model, education, community and home

**OCCUPATIONAL REQUIREMENTS:**

Successful candidate shall provide a criminal record clearance check, TB test and medical clearance.

**TERM OF POSITION:**

Fulltime permanent

**APPLICATION DEADLINE:**

April 5, 2024

**START DATE:** April 5, 2024

If you possess the necessary qualifications and skills, please forward your cover letter, resume and references in strictest confidence to:

Email: [hr@lslb.ca](mailto:hr@lslb.ca)  
Fax: 2506793220  
In person: Little Shuswap Lake Band Office  
1886 Little Shuswap Lake Road  
Chase, BC V0E 1M2

While we thank you for your interest in Little Shuswap Lake Band, we will only be contacting the short-listed candidates.