



## **Early Childhood Education Manager**

Position Status: Full-time

Location: Blueberry River First Nations in northeast British Columbia

Reports to: Band Manager

### **About Blueberry River First Nations:**

BRFN is a First Nations that has successfully litigated in the protection of Treaty 8 Rights and successfully executed an Implementation Agreement with the Province of British Columbia.

Our core values are based on strong culture, traditions, and self-determination. We aim to support lifelong learning for our people we serve through knowledge transfer, teaching, and presenting opportunities for contribution and participation.

### **Summary of the Position**

The primary focus of this position is to foster the cognitive, emotional, social and physical development of children in the childcare center, through a structured learning environment for children ages 0-6 years. This position works under the guidance and supervision of the Child Care Center Manager to ensure the smooth and efficient operation of the center.

### **Responsibilities and Duties**

- Applies Learn through Play and teacher directed educational approach to develop the social, emotional, physical and cognitive skills of children ages 0-35 months, ages 3-5 years and/or multi-ages depending on job placement.
- Plans, develops and implements developmentally appropriate activities that integrate learning and community, adapting to suit the individual learning needs of each child.
- Partners with the other ECE Teachers on projects, activities and crafts relating to the program, including preparing lesson plans and delivery to children.
- Assists in the supervision of children in the development of life skills and performance of daily activities.
- Monitors for safety of the children.
- Assesses each child's development in conjunction with the Child Care Center Manager and engages in regular communication with the parents.
- All other duties, as required.



## **Other Duties**

- Assists in the preparation, cooking and clean-up of snacks and lunches provided to the children.
- Assists in daily and weekly cleaning and sanitization of the center.
- Contributes to the ECE calendar.

## **Qualifications and Skills**

- Early Childhood Education Certification.
- Immunized for all routine vaccines according to routine schedule in BC or willingness to obtain prior to starting work.
- Valid Child Safe Certificate or willingness to obtain prior to starting work.
- Ability to pass a Criminal Record and Vulnerable Sector checks before commencement of work.
- Knowledge of BRFN community including history, traditions and culture is an asset.
- Work as part of a team and successfully interact with a variety of personality types.
- Excellent oral and written communication skills.
- Maintains high level of confidentiality in the handling of information.
- Able to maintain confidentiality
- Valid BC Driver's License, ability and willingness to travel to remote areas and travel to meetings outside of the region as required;

## **Work Conditions**

- Work is performed primarily in the center.
- Normal hours of work are scheduled between 9:00 a.m. to 4:00 p.m. Monday through Friday.
- Travel may be required within BRFN community and surrounding community.
- Travel for meetings/training may be outside of the community.
- Outside supervision of children, weather permitting.



**Contact:**

Interested applicants should submit their application to Human Resources at [hr@blueberryfn.ca](mailto:hr@blueberryfn.ca). Deadline to submit applications is February 9<sup>th</sup>, 2024.

**We thank all applicants who apply. Please note only those selected for an interview will be contacted.**