



## **Kermode Friendship Society**

*Registered with Revenue Canada as a "charitable organization"*

4714 Park Ave , Terrace, B.C. V8G 1W1

Phone: 250 635- 4906

Website [www.kermodefriendship.ca](http://www.kermodefriendship.ca)

### **Position Title**

Aboriginal Headstart Daycare Coordinator

### **Wage**

\$25-\$32

### **Reports To**

Kermode Friendship Society Executive Director

### **Summary**

The Kermode Friendship Society offers culturally sensitive, quality programs and services to the Indigenous community members and the community at large in the Terrace and Kitimat area. Reporting to the Executive Director, the Aboriginal Head Start Daycare Coordinator works collaboratively at a planning and management level with the Daycare staff, Parent Advisory Committee and a number of health care, social service and education specialists who deliver the AHS program to young children.

### **Job Duties**

- The annual review, evaluation and planning of Aboriginal Head Start Daycare content with full participation from the Parent Advisory Committee and Daycare staff
- The execution of financial management responsibilities through the formulation, justification and control over the KFS AHS Daycare annual operating budget
- Liaises with the staff, parents and Program Director to ensure the AHS Daycare operates with in all licensing and AHSABC funding requirements and established policies and procedures
- The execution of delegated personnel management responsibilities in accordance with established KFS personnel policies and procedures
- The performance of other related duties as, and when, directed by the Executive Director
- Assist in planning and participate in annual Kermode Friendship Society activities such as International FASD day, National Indigenous People's Day, Truth and Reconciliation Day, and the Kermode Friendship Society Christmas Dinner.
- Familiar with the Community Care Facilities Act, Provincial Child Care Regulations and Health Canada's programming and knowledge of AHSABC Aboriginal Head Start Program Requirements
- Proficient computer skills, including Microsoft: Word, Excel, Outlook, Access
- Possess excellent verbal and written communication skills
- Able to work in a team setting with peers and a variety of child specialists.
- Demonstrated Leadership skills



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### **Requirements**

- Diploma in Early Childhood Education or Equivalent Education or related discipline
- Supervisory Skills Certificate
- Willing to undertake sponsored training
- Possess a valid Child Safe First Aid Certificate, or equivalent
- Minimum 2 years work experience in a private or community Daycare setting
- Minimum 2 years management experience in a daycare or pre-school setting
- Food safe Certificate
- Valid Class 5 Driver's license, clear Drivers abstract
- Demonstrated knowledge of working with marginalized people and their families.
- Provides a clear Criminal Records check
- Sign a code of confidentiality agreement
- First Aid certificate
- Sign an Employees oath for Professional Conduct

### **Working Conditions**

- Able to lift up to fourteen kg.
- Climbing stairs, and getting in and out of vehicles
- Must be able to respond to emergencies and/or dangerous situations quickly
- Desk work including making phone calls, typing, and doing computer data entry.
- Hours of work may vary which could include evenings and weekends.
- Professionally leading a preschool team of up to 6 employees

SEND RESUMES AND COVER LETTER TO: [hr@kermodefriendship.ca](mailto:hr@kermodefriendship.ca)



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*Kermode Friendship Society respectfully acknowledges the Tsimshian nation, the traditional keepers of this land, for allowing us to work, play, and reside on their traditional and unceded territory*