



**EMPLOYMENT OPPORTUNITY
Preschool Instructor 1 (Spring Break 2018)**



Job Summary:

Applications are currently being accepted for one Preschool Instructor 1 position at the Thompson Community Centre for 2018 Spring Break camps. This position reports to the Preschool Coordinator for Thompson Community Association and involves assisting with the development and implementation of a comprehensive community play based preschool program for ages 3-5yrs.

Duties and Responsibilities:

- Assist with the development, planning and implementation of a comprehensive preschool program; organize and lead preschool activities, special events, fundraising and field trips; develop preschool curriculum.
- Assist volunteers and practicum students in the classroom.
- 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 and external agencies.
- Monitor children in indoor and outdoor activities and during rest periods; conduct activities with children on an individual and group basis. Ensure classroom safety as outlined by Health Medical Safety regulations; follows proper Centre protocol. Administer medications as required in accordance with established policy. Keep facilities and equipment safe and clean, reporting any repairs and concerns.
- Work with agencies to acquire resources for children. Responsible to document and report child abuse. Responsible to fill out accident report forms. Other related duties as assigned.

Required Qualifications:

- Grade 12 plus enrolled and working towards in an Early Childhood Education Certificate and one year's experience or an equivalent combination of education and experience
- Licensing requirements prior to start date: 19+ years of age, Standard Childsafe or Emergency First Aid including CPR C, Criminal record check, Immunization records, and a physician's note.

Days of Work: Monday through Friday

37.5 hours weekly: 8:30am – 4:30pm

Salary: \$18.89 per hour

Please Send Resume and Cover Letter to:

Stefanie Tong, Preschool Coordinator

stong@richmond.ca

Thompson Community Centre

5151 Granville Avenue

Richmond, B.C. V7C 1E6

Thompson Community Association thanks all applicants in advance for their interest. However, only those candidates under further consideration will be contacted.