



WEST RICHMOND COMMUNITY ASSOCIATION PRESCHOOL COORDINATOR

Applications are being accepted for the position of Preschool Coordinator at the West Richmond Community Centre. The successful candidate will be responsible to develop, organize, implement, supervise and evaluate a community preschool program and contribute to a positive and encouraging learning environment following the play-based emergent curriculum for ages 3-5 year olds.

Duties and Responsibilities:

- Create, plan, supervise implement and evaluate developmentally appropriate and age specific preschool programs that address the needs of the whole child – socially, physically, intellectually, creatively and emotionally and which respect community diversity.
- Plan, develop, carry out and evaluate developmentally appropriate and age specific activities and experiences for children using modelling, observing, questioning, demonstrating and reinforcing techniques.
- Ensure child's needs are being met by attending meetings and working with professionals
- Organize classroom layout and ensure cleanliness; monitor children in indoor and outdoor activities.
- Prepare and assist children with eating snacks; toilet children.
- Interview, hire, train, develop, supervise, evaluate and schedule staff and volunteers.
- Work with staff to develop and maintain the program's goals and objectives; facilitate inter-staff communication and team work.
- Explain and interpret the goals and objectives of the program to families.
- Liaise with community workers, health professionals, Richmond ECE committee and Board members.
- Promote licensed preschool and summer day camp programs.
- Assist with and support community events as required.
- Supervise the maintenance, repair and purchasing of all equipment and supplies.
- Develop and maintain budgets.
- Develop, implement, evaluate and maintain all records, forms, policies and procedures; ensure programs adhere to all government and licensing standards.
- Administer all aspects of transportation including passenger safety.
- Research and administer grants from various funding agencies.
- 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 completion of Early Childhood Education Certificate and three or more years' experience including two or more years' supervisory and administrative experience or an equivalent combination of education and experience.

Licensing requirements submitted prior to start date:

- 19+ yrs. of age;
- Standard, Childsafe or Emergency First Aid including CPR C;
- Physician's note;
- Criminal record check;
- Immunization records.

Desired Qualifications:

- Post Basic ECE Training.
- Reggio workshops.
- Montessori certificate.
- Related courses in ECE administration or Human Resources
- Food Safe certificate.
- Class 4 B.C. driver's license.

Hours of Work and Remuneration:

- 20 hours per week. (*possible additional hours available as preschool instructor*)
- \$25.15-26.68 per hour
- Benefits package after 3 months

Send cover letter and resume to:
West Richmond Community Association:
Alex Homeniuk, Community Facilities Coordinator
9180 No. 1 Road, Richmond, BC V7E6L5
Email: westrich@richmond.ca

Deadline to Apply: Wednesday, June 13, 2018.

