



**EMPLOYMENT OPPORTUNITY
Preschool Instructor 1 & Time for Two's**



Job Summary:

Applications are currently being accepted for one Preschool Instructor 1 position at the Thompson Community Centre. 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 2-5yrs.

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: November 2018 – June 2019

21 hours weekly: 8:30am – 1pm Tuesday/Thursday & 12:30 – 4:30pm Monday/Wednesday/Friday
(Position may be split between two instructors based on candidates' availability)

Salary: \$19.15-\$19.72 per hour

Please Send Resume and Cover Letter by October 15th to:

**Carol Lepine
thompson@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.