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ANCIENT SPIRIT, MODERN MIND

Job Posting

Full Time Position: Early Childhood Education Coordinator

Location: Port Alberni Paawats

Salary Range: is based on education and experience

Authority Relationship: Reports to the Director of Child & Family Wellness

The Early Childhood Education Coordinator collaborates closely with all other members of the program team to provide nurturing care and education to young children in a group setting, in accordance with the goals and curriculum plans of the Centre and the philosophies and policies of the Nation and in compliance with Child Care Licensing Regulation.

Key Accountabilities:

The Early Childhood Education (Paawats) Coordinator is accountable for:

- Providing programming to support the healthy development of all the children attending the Paawats and Huu-ay-aht Child Care program
- Working with the senior educator to ensure a balanced, quality program for the children who attend the program
- Providing the children with safe, developmentally appropriate activities that support their holistic development
- Maintaining confidentiality and neutrality at all times
- Promoting a performance-focused environment in alignment with the HFN's values, culture and business goals

Job Duties:

- Plans, prepares and implements a variety of activities for the children that support and enhance holistic development
- Takes children on community outings (nature walks, beach excursions, garden tours, and playground adventures); participates in field trips and extracurricular events and activities
- Encourages child/parent cooperation, participation and respect
- Provides general supervision of all children's activities
- Records attendance
- Performs general safety checks (Safety of the children, parents, elders and staff is paramount.)
- Conducts monthly fire drills and records activities
- Participates in and supports Language/Elder activities
- Coordinates Elders' honorariums
- Purchases supplies as required within provided budget parameters
- Maintains inventory of First Aid Kit supplies as needed
- Prepares and serves snacks and lunch



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- Provides menu planning and recording (until can be passed on to Kitchen Staff). Mentors the kitchen staff as they learn their responsibilities (when applicable)
- Daily and Monthly interior cleaning and sanitizing of Paawats building facilities
- Scheduling and Staff mentorship
- Communicates with parents and/or caregivers
- Monthly Reports
- MS Office (including Word, Excel and Teams), and Zoom experience
- Other duties, as assigned

Operational Requirements:

- Valid class 5 driver's license and Driver's Abstract
- Some travel, including overnight and or weekends.
- Willingness and ability to work overtime, including evenings and weekends
- Successful background checks, including employment verification, criminal records checks including Vulnerable Populations, reference checks, and education/credential verification

Education and Experience Requirements:

- Demonstrated ability and experience in upholding the HFN Organizational Values: *Professionalism, Respect, Health, Effective Communication, Trust, Support*
- Certificate, diploma or degree in Early Childhood Education, or combination of education and experience
- 2+ years of experience in the areas of education and social services, ideally in a First Nations environment
- Valid First Aid certificate
- Excellent oral and written communication and presentation skills
- Ability to promote a performance-focused environment in alignment with the HFN's values, culture and business goals.

We thank all applicants for their interest in this position; however, only those candidates selected for an interview will be contacted. Please email your covering letter & resume to HR@huuayaht.org, by fax 250-728-1222 or mail att: Human Resources Manager, 4644 Adelaide St., Port Alberni, B.C., V9Y 6N4. Please quote Early Childhood Education Coordinator. Closing date for this position is September 23, 2020 at 4:00pm.



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Vision - *The Huu-ay-aht envision a strong, self-governing and self-reliant Nation. lisaak will guide us as we work together to foster a safe, healthy and sustainable community; where our culture, language, spirituality and economy flourish for all.*

Mission - *As a leader among First Nations, the Huu-ay-aht First Nations will create certainty for its community, generate wealth for financial independence, provide economic opportunities, deliver social, cultural and recreational programs for all Huu-ay-aht.*

HUU-AY-AHT FIRST NATIONS VALUES

PROFESSIONALISM

- Ethics – be prepared, on time and ready to work
- Ethics – be responsible for the success of your work and others
- Lead by example
- Respect - for confidentiality, yourself and co-workers
- Work / Life Balance
- Work Smarter - Share your expertise and your successes
- Take pride in your work

RESPECT

- Golden Rule – Treat others how you want to be treated
- Listen actively and attentively to what people are saying and clarify
- Accept people for who they are and don't judge
- Basic Etiquette – remember the common courtesies; kindness & compassion
- lisaak
- Observe protocol and ceremony

HEALTH

- A healthy body, mind and soul through proper diet, sleep and exercise
- Avoid burning out with a proper work / life balance
- Be positive - always remember to smile and laugh
- Care about each other, ask questions and follow up
- Be appreciative of one another and the work we do

EFFECTIVE COMMUNICATION

- Think twice, speak once

- Make sure your body language is sending the correct message
- Provide responses in a timely manner; acknowledge request and provide timeline
- Listen attentively and clarify

Trust

- Walk the talk - be honest, no gossiping
- Believe the good in everyone not the bad
- Voice your concerns, don't harbor them – clear the air
- Spend more time focusing on what you are supposed to be doing, and less time on what others are or aren't doing
- Be happy and enjoy your work life

SUPPORT

- Be available to help and ask for help when needed
- Advocate and help one another
- Provide constructive criticism, not just criticism
- Don't gossip; stop gossip when it occurs
- Clarify and seek feedback from each other