



KITSELAS FIRST NATION
2225 GITAUD ROAD
TERRACE, BC V8G 0A9

**KITSELAS BAND ADMINISTRATION
EMPLOYMENT OPPORTUNITY**

Job Title:

**Kitselas Head Start Daycare Early Childhood
Educator**

Department: Health

Reporting to: Health Manager

Term: Full-time Permanent

Start Date: Immediately

Deadline: Until Position is Filled

JOB SUMMARY

Kitselas First Nation Head Start Daycare is seeking an experienced Licensed Early Childhood Educator. The applicant must have strong positive interpersonal relationship skills. This highly motivated individual will work as an Early Childhood Educator with children ages 30 months to 5 years of age. As well this individual must assist with planning and implementing programs. The ECE must be familiar with the licensing act and regulations.

QUALIFICATIONS

- Early Childhood Education with license to practice
- Experience working in a daycare, pre-school or a Head Start program, preference will be given to those with Head Start work experience
- Knowledge of daycare operations and some reporting requirements
- Updated Criminal Record Check, and current medical and immunization information
- Planning and implementing culturally and developmentally appropriate activities
- Experience working with; Word, Outlook, Power Point, Budgeting, Publisher and Excel
- Valid Driver's License
- Current Appropriate First Aid Certificates
- Participate in training and upgrading opportunities

Please contact our office for a complete job description

Individual should submit their resume, two letters of reference (one Personal and one Professional) and cover letter to:

**Kitselas First Nation
Attention: Finance Officer
2225 Gitau Road
Terrace, B.C. V8G 0A9
E-Mail: financeofficer@kitselas.com**

**Only those short listed will be contacted for an interview
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