

Reporting to and under the general direction of the Director of Education, the Manager of the Day Care is responsible for planning, organizing, controlling and evaluating the overall effectiveness of the Neskonlith Day Care and ensuring the mission, goals and objectives are met through the provision of good leadership and management of the Centre.

About You:

You are the face of our office – welcoming, organized, and adept at handling multiple tasks simultaneously. You excel in a dynamic environment, have excellent communication skills, and are committed to providing high-quality administrative support.

Key Duties and Responsibilities:

- Performs all duties and responsibilities in accordance with Neskonlith Indian Band policies and procedures.
- Plans, organizes, directs and evaluates the overall activities of the Switsmalph Day Care
- Support staff in the planning and implementation of daily/yearly programming activities and curriculum for children of all ages
- Develops staff schedules to meet operating and licensing requirements
- Ensures that all staff are implementing daily program activities that are meeting physical, emotional, spiritual, cognitive and social development of the children
- Facilitates, in conjunction with the Secwepemc Language Teacher, the implementation of cultural and language development activities
- Develops and implements operational policies and procedures to review during 1st quarter
- Maintains accurate and up to date client, maintenance, financial and employee child records and files, review mid-month

Key Duties and Responsibilities:

- Maintains accurate records for children e. attendance, enrolment, registration, forms and medical
- Liaises and communicates with external agencies, including, Licensing agencies, Daycare subsidy, Health Officers, Social Workers, therapists, childcare workers and parents, professionals, language teachers
- Ensures health and safety standards are maintained to Interior Health & Health Canada Standard
- Promotes and builds positive relationships between the Sahhalkum Day Care Centre, the public and the community
- Ensures the Day Care facilities and equipment are maintained to operational

- Assists in Daycare's daily routines when needed, including organizing physical activities, art, activities, nap time, diapering/toileting, personal hygiene, field trips, meal preparation & clean-up when needed
- Develops, maintains and conducts the parent orientation program including parent meetings/workshops
- Oversees all communications, newsletters and notices
- Answers inquiries, provides information and forms as required
- Assists with fund raising activities
- Maintains the work area in a clean and professional manner
- Assists in and ensures completion and authorization of child permission forms
- Assists in the arrival and departure of children, including communicating with the

parents

- Maintains and updates records and an inventory of toys, games,
- Disinfects and cleans toys, equipment and games daily
- Assists in fundraising activities for the Daycare Centre
- Provides general office administration assistance with invoicing, reception, filing and
- Performs other related duties as

Required Abilities, Knowledge, and Skills:

- Grade 12 education or equivalent
- Minimum Early Childhood Certificate
- Infant/Toddler and Special Needs Certificates, an asset
- Current First Aid Certificate
- Satisfactory Criminal Records check
- Food Safe Certificate
- Previous management experience in a Day Care environment
- Previous experience with First Nations culture and traditions, as asset
- Good verbal and written communication skills
- Good organizational skills
- Diplomacy, tact and confidentiality in dealing with a variety of people and information
- Reliability and dependability
- Good interpersonal skills
- Ability to work in a team orientated environment
- Flexibility is a must to adapt to changing work priorities
- Good judgement and problem-solving skills must be always exercised
- Continuous learning
- Office – Microsoft Word, Excel and Outlook

Required Qualifications:

- Office Clerk Certificate or equivalent related

Work Conditions & Requirements:

- On-site
- Working Hours: 8:30am-5:00pm (Monday – Friday)
- Ability to be mobile for an extended
- Ability lift, carry, and maneuver heavy objects, up to 50
- Criminal record check and vulnerable sector

We Offer:

- Great culture, high growth, collaborative
- Compensation for this role includes competitive base salary based on
- Comprehensive benefits package including extended medical, dental,

Preferential Hiring Policy:

In accordance with Section 16(1) of the Canadian Human Rights Act and pursuant to Section 42 of the BC Human Rights code, it is NIB Policy to practice preferential hiring for Aboriginal peoples. Candidates who wish to qualify for preferential consideration must self-identify.