

## JOB POSTING

<b>POSITION:</b>	Playschool Assistant – Permanent Part-Time
<b>DEPARTMENT:</b>	Parks & Recreation
<b>RATE OF PAY:</b>	\$18.81 per hour (Tuesday and Thursday mornings – 8 hours/week) <i>Less 10% during probationary period</i>
<b>POSTING DATE:</b>	September 15, 2022
<b>CLOSING DATE:</b>	September 30, 2022

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### JOB SUMMARY

The District of Ucluelet is offering an opportunity for a qualified candidate interested in fulfilling the role of Playschool Assistant. This is a permanent part-time position from September – June. This position reports to the Recreation Programmer or designate, in accordance with sound practice and applicable policies, objectives and community facility requirements. The incumbent is responsible for assisting with the planning and supervision of the playschool program and providing a safe learning environment for preschool children.

### JOB DESCRIPTION

#### Principle Responsibilities

- Plans, develops, and facilitates the Playschool Program with the Playschool Supervisor.
- Co-supervises the program
- Prepares and facilitates program activities
- Supports administrative duties including maintaining program inventory and assisting with the monthly newsletter
- Communicates with parents and attends to the needs of children
- Cleans and sanitizes the facility and equipment in the program space
- Other related duties as required

#### Required Knowledge, Skills, and Abilities

- Leadership skills

#### Education, Work Experience, Required Qualifications

- Previous experience with children
- Responsible Adult Certificate
- Completion of Grade 12 or equivalent
- Valid First Aid Certificate
- Acceptable criminal records check

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**Qualified applicants may to apply by sending your resume and cover letter including references to:**

Samantha McCullough, Executive Assistant [smccullough@ucluelet.ca](mailto:smccullough@ucluelet.ca)  
District of Ucluelet, Box 999, 200 Main Street, Ucluelet, BC V0R 3A0

*The District of Ucluelet wishes to express our appreciation to all applicants for their interest and effort in applying for the position and advise that only those selected for an interview will be contacted.*