

JOB POSTING

POSITION: Playschool Assistant – Permanent Part-Time
DEPARTMENT: Recreation
RATE OF PAY: \$18.03 per hour (Tuesday and Thursday mornings – 8 hours/week)
Less 10% during probationary period
POSTING DATE: **Wednesday, August 19, 2020**
CLOSING DATE: **Wednesday, September 2, 2020 at 4:00 p.m.**

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. This position reports to the Manager of Recreation & Tourism, 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**

- Plan, develop and facilitate the Playschool Program with the Playschool Supervisor.
- Accountable for meeting licensing requirements.
- Co-supervise the program.
- Prepare and facilitate program activities.
- Perform administrative duties including maintaining program inventory and assisting with the monthly newsletter.
- Communicate with parents and attends to the needs of children.
- Clean and sanitize 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

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

Nicole Morin, Corporate/Planning Clerk nmorin@ucluelet.ca 250-726-7744
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.