



**Come work with us!**

**Val Marie Early Learning Centre is seeking to hire a Director, full-time and casual staff.**

We provide exceptional licensed childcare for children from 6 weeks to 12 years of age. The centre is open 5 days a week, Monday to Friday, with the exception of statutory holidays. We are located in the quaint village of Val Marie, 120 km south of Swift Current, SK, bordering Grasslands National Park.

Incentives are available to successful candidates to achieve educational requirements and continue professional development. Our centre ECE staff are entitled to a taxable benefit for the full value of one child's care, and to  $\frac{2}{3}$  benefit for each additional child's care, at the centre.

**Applicants for the Director position must have, or be willing to obtain, the following qualifications:**

- ECE III/ Early Childhood Education Diploma or equivalent
- Knowledge of applicable provincial regulations, Ministry of Education guidelines, and the Play and Exploration Early Learning Program Guide
- Current Criminal Records Check
- Valid standard first aid certificate, CPR B and AED training
- Safe food handling certificate

**Applicants for the Director position should also demonstrate:**

- Strong interpersonal skills to manage staff and work with children, parents and the board of directors
- Strong time management skills
- Ability to work with and lead a team

**Responsibilities and duties of the Director include:**

1. Centre operation and administration, staff scheduling, program development and delivery, and updating manuals/handbooks.

2. Responsible for hiring , training , and termination of staff as necessary
3. Attend board meetings in advisory capacity, provide status reports on centre operations & programming.
4. Ensure that the Early Learning Centre meets applicable legal requirements and policies.
5. Assist with the development of and implement operational policies.
6. Maintain a positive relationship with parents and ensure good communication.
7. Act as a resource to all program staff in the implementation of daily activities, which supports each child's physical, social, emotional, creative and cognitive development.
8. Other Duties to be completed with the assistance of a Bookkeeper:
  - Review and renew insurance annually
  - GST reporting
  - Preparation of annual financial statements
  - Corporations branch reporting
  - WCB reporting
  - Seek additional sources of funding
  - Prepare monthly financial reports for the Board
  - Prepare payroll and submit all deductions to Revenue Canada
  - Maintain complete and up to date financial records, which cover all aspects of income and expenditures

**Applicants for full-time or casual positions should have, or be willing to obtain, the following qualifications:**

- Minimum ECE I
- Knowledge of applicable provincial regulations, Ministry of Education guidelines, and the Play and Exploration Early Learning Program Guide
- Current Criminal Records Check
- Valid standard first aid certificate, CPR B and AED training
- Safe food handling certificate

**Applicants for full-time or casual positions should also demonstrate:**

- Strong interpersonal skills to work with children, staff and parents
- Strong time management skills
- Ability to work as a team

**Responsibilities and duties of the staff include:**

1. Provide high quality child care while adhering to all policies and procedures of the centre.
2. Maintain a good, open communicative relationship with the parents of children in the Centre.
3. Help design and implement an appropriate program to encourage and assist in the children's development while they are in the Centre.
4. Provide adequate support to children and fellow ECEs in ensuring a safe learning environment.
5. Maintain up to date standards and practices and continue to train and upgrade skills and abilities.
6. Document observations of children in order to monitor the development of children in the Centre.

Please drop off your resumes to the Val Marie Early Learning Centre, or email resumes to [vmelc76@gmail.com](mailto:vmelc76@gmail.com). If you have any questions or require more information, please email the above address or call (306) 298-2066.