



World Class Learning in a Rural Environment

Child Care Coordinator – SD 10 Arrow Lakes

SD 10, in the beautiful West Kootenay region of southeastern BC, is seeking a highly competent and dynamic business leader to take on the important and challenging role of Child Care Coordinator for our Nakusp Child Care Centre in our district. Initially this position is expected to be a 0.60-0.80 FTE (3 - 4 days) per week temporary one-year exempt position through to January 31, 2023, with the possibility of continuing a contract. It is anticipated that once the centre is operating, the position may increase to 1.0 FTE (5 days).

Our small rural district is staffed with people who care about students and who go the extra kilometers – literally and figuratively - to make a difference! We are blessed not only with breathtaking geography – long lakes, snow-capped mountains and lush forests – but also with warm and welcoming staff, parents and community in all of our six district schools. Our parents, teachers, support staff, District and Educational Leadership Team, and Board of Education are committed to doing all that they can to support our students.

This position will provide the duties required for overseeing the startup and the initial operations and programming of the Nakusp Child Care Centre. This includes but will not be limited to community consultation, business planning, applying for the appropriate child care licenses, the initial startup of child care programs, training of staff including ECEs and Education Assistants, and liaison between the child care centre and senior district staff. This position will also be responsible for delivering child care programming on site. This position reports to the Superintendent.

Main Responsibilities

- Train, support and supervise staff in providing engaging, interactive educational and recreational experiences
- Obtain and maintain appropriate licensing
- Liaise with multiple district department and external stakeholders
- Program planning and scheduling
- Develop strong relationships with school and district administration, school communities and parents in order to provide the best care for children
- Model positive guidance and effective classroom management to maintain the safety, well-being and attention of all children
- Manage and order supplies as needed, maintain records and files
- Meet with and report regularly to the Superintendent
- Assist families with accessing resources and programs available to them
- Ability to problem-solve and respond to concerns of staff and families
- Promote community and school awareness and understanding
- Other job-related tasks as assigned

Qualifications and Attributes:

- High school diploma or equivalency
- ECE certificate or diploma including License to practice
- Course work in a childhood or early learning education related field
- Minimum 5 years' work experience in a child care setting with school-aged children
- Minimum 5 years' experience in a managers role, including direct supervision of staff
- Experience in starting/opening a licensed child care program preferred
- Valid Class 5 Drivers License and access to a reliable vehicle
- Excellent computer skills
- Demonstrated ability to maintain confidentiality
- Excellent interpersonal, communication and organizational skills
- Ability to manage time and prioritize tasks

- Strong management skills with the ability to use and model appropriate positive discipline
- A passion and drive that inspires a love for learning and the ability to engage children in activities in a fun and interactive way
- Approved Child Care First Aid/CPR-C certificate required. District is willing to train.
- Clear Criminal Record Check and Vulnerable Sector search
- Food Safe certificate. District is willing to train
- Ongoing professional development courses

For More Information about SD10:

Visit: www.sd10.bc.ca / SD10 Video Gallery: [Video \(sd10.bc.ca\)](#)

Contact: Peter Dubinsky, Superintendent
250-265-3638 ext. 3320 / peter.dubinsky@sd10.bc.ca

Applications:

Interested applicants are asked to submit a resume and cover letter with supporting documentation, together with three current professional references, no later than noon on Friday, January 7, 2022, to: Ms. Michelle Grenier, Human Resources Manager by email to michelle.grenier@sd10.bc.ca or by mail to PO Box 340, Nakusp, BC, V0G 1R0. Only short listed applicants will be contacted.

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