



Employment Opportunity

Head Start Coordinator

Purpose: The Aboriginal Head Start Coordinator role is to provide quality, supportive care and support in the children and families in the program, specifically: plans, carries out, and assess culturally safe and developmentally appropriate activities and experiences in harmony with the center's philosophy.

Accountability: The individual in this position will work under the direction of UFN Education Director.

Hours: This position is paid on an hourly basis with wages based on experience. Working hours are Monday to Friday from 08:30am to 4:30 pm.

Duties:

- Secure handling of any documentation required
- Follows the schedule of general activities or operations of the program
- Organizes, participates and or partners with other services
- Seeks ways to involve family while acknowledging their strengths, values, and gifts
- Promotes, encourages, and assures the AHSOR 6 components are implemented and delivered for children and families
- Implements culturally responsive and developmentally appropriate early education activities/curriculum while embedding the teachings of Ulkatcho and it's people Follows general program services and or deliveries as directed while ensuring policies and procedures are maintained and updated.
- Ensures, abides by and is up to date with policies and procedures as per organizational requirements
- Performs other duties as required

Job Requirements

- Provincial grade 12 education or equivalent
- Preference to Early Childhood Education Certificate
- Experience working with children in an Early Years or Kindergarten environment
- Knowledge of Indigenous Early Years/Early Learning Childcare Framework
- Skills such as planning and organizing
- Criminal Record Check, including vulnerable sector check
- Use of Microsoft Word, Excel, and Email
- Good communication and personal skills

Closing Date July 5, 2020

Submit applications to hr@ulkatcho.ca or hand deliver to Liz Anderson at the UFN Band Office