



**WILLIAMS LAKE INDIAN BAND
JOB POSTING
Little Chiefs Day Care – Day Care Assistant**

Job Summary: The Daycare Assistant is an advocate for children and families in the community and is responsible in assisting the planning, organizing and delivery of the program and encouraging parental involvement.

Education and Experience:

Early Childhood Education Diploma
Two to three years related experience

Skills and Abilities:

Must have strong administrative, organizational and communication skills
Ability to work with minimal supervision
Ability to relate well to children and parents; work as part of a team and promote positive staff relations;
Ability to self-regulate, meet deadlines, have and maintain an attention to detail;
Special needs training for infants and toddlers an asset
Recognizes and respects all cultural diversity and have knowledge of Aboriginal history, language, traditions and culture

Job Requirements:

Must have and maintain a Class 5 driver's License and preferably Class 4
Must provide and maintain clean Criminal Record
First Aid and Infant and Child CPR certification
Food Safe Level One

Salary: \$15.20 to \$19.26 per hour

Submit resume and cover letter with 3 current references to:

Marg Shelley, Band Administrator

2672 Indian Drive

Williams Lake, BC V2G 5K9

Email: marg.shelley@williamslakeband.ca

Fax: 250 296 4750

Application Deadline: May 26, 2017 by 4pm

Applications will be accepted by email, hand delivery, fax or mail

Note** Applications received after 4:00pm on May 26, 2017 will not be considered. Only those selected for an interview will be contacted.