



## EMPLOYMENT OPPORTUNITY AT PIRS **Child Care Supervisor**

**WORK HOURS:** 6 hrs. a week/ Tuesday & Thursday, 8:45 – 11:45am.  
**SALARY:** \$16.79 per hour plus 4% holiday pay  
**Locations:** Henderson Elementary School  
801 East 54<sup>th</sup> Ave, Vancouver, BC

**Pacific Immigrant Resources Society** provides support to immigrant women and their children in 20 different programs in Vancouver. We are looking for a knowledgeable, nurturing ECE professional to supervise one of our programs for children in Vancouver.

### **KEY RESPONSIBILITIES:**

- Prepare the setting before the children arrive and secure everything before you leave.
- Participate in the planning and implementation of quality, age appropriate program for the young children of women attending the PIRS Children's Programs
- Create an environment that fosters positive self-concept and reflects the cultural diversity of the children.
- Participate in the planning of activities which will support and encourage English language learning while valuing and maintaining the first language
- Welcome and become acquainted with parents and orient them to the programs
- Inform guide and support other program staff or volunteers as required
- Attend and participate in program team meetings and participate in Children's program staff workshops and meetings.

### **DESIRED QUALIFICATIONS**

- Valid Early Childhood Education Certificate or in ECE training or equivalent/appropriate training and experience (family day care)
- Considerable experience working with children 18 month to 5 years of age
- Valid First aid Certificate and Current Criminal Record Check
- Ability and willingness to work with different ages and numbers of children
- An interest (and preferably experience) in working within a multi-ethnic community
- Demonstrated ability to work in the team environment and willingness to work with volunteers and other children's staff.
- Second language would be an asset

**TO APPLY, PLEASE E-MAIL and/or SEND RESUME and COVERING LETTER TO:**

**Lupita Boris**  
**Children's Program Coordinator**  
**Pacific Immigrant Resources Society**  
210-3680 East Hastings Street  
Vancouver, B.C. V5K 2A9  
**E-mail: [children@pirs.bc.ca](mailto:children@pirs.bc.ca)**

We thank everyone for their interest. Only those short-listed will be contacted.

**THE DEADLINE FOR APPLICATIONS IS January, 2012**



## EMPLOYMENT OPPORTUNITY AT PIRS ECE TEACHER ASSISTANT

**WORK HOURS:** 6 hrs. a week/ Tuesday & Thursday, 8:45 – 11:45am.  
**SALARY:** \$11.73-14.24 per hour plus 4% holiday pay  
**Locations:** Henderson Elementary School  
801 East 54<sup>th</sup> Ave, Vancouver, BC

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### REQUIRED QUALIFICATIONS:

- Basic ECE Certificate or related education and experience
- First Aid Certificate
- Criminal Record Check

### DESIRED SKILLS AND EXPERIENCE:

- Demonstrated experience in a group child care setting
- Knowledge of quality child care
- Experience in working with families from various cultures
- Flexibility in adapting to various child care facilities
- Basic knowledge of age appropriate activities for young children
- Ability to do circle time and art activities
- Awareness of health and safety procedures
- Excellent interpersonal skills and ability to communicate with a wide variety of profiles of people
- Second language an asset

### KEY RESPONSIBILITIES:

- Assist the ECE supervisor in planning and implementing a developmentally appropriate and stimulating ECE program for a group of children 18 months to 5 years in one of the three morning programs
- Assist in set up, clean up, group activities and guidance
- Help in providing an everyday language support to children who have ESL needs
- Attend team meetings and professional development workshops once a term
- Communicate with families, ESL instructors, outreach workers and other staff at the site
- Report to the ECE Supervisor about any progress, information or incidents related to children and families

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