**ECE Program Supervisor to oversee our children at Edmonds Community School**

**(Wednesday and Friday mornings starting April 2016 for 12weeks)**

**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 Refugee Project 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 mons. To 5 years of age
* Valid First aid Certificate
* Current Criminal Record Certificate
* 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.
* Attitudes and values in keeping with goals and philosophy of PIRS
* Second language would be an asset
* Experience working with refugee families

Please send resume and cover letter outlining relevant experience to:

Pacific Immigrant Resources Society

1874 Kingsway, Vancouver, BC V5N 2S7

Fax to 604-298-5888 | email to: aWilbur@pirs.bc.ca

DEADLINE FOR APPLICATIONS: **March 1st, 2016**

*PIRS thanks all applicants. Only those shortlisted for interview will be contacted.*