



EMPLOYMENT OPPORTUNITY – PERMANENT FULL-TIME – REPOST

Position: Registered Early Childhood Educator – Toy Librarian/Educator
Location: Wikwemikong Hub Centre
Salary: Based on Ministry of Education Funding
Start Date: ASAP

Under the direct supervision of the program Manager, the RECE Librarian/Educator will be expected to work flexible hours which will include evening programming. The Librarian/Educator shall perform the following duties as outlined.

DUTIES AND RESPONSIBILITIES:

- Maintain the Toy Library Resource Centre
- Maintain programs statistical information and inventory management
- Implementation of proposals and report writing when required
- Perform administration duties such as data entry, filing, answering phones, etc.
- Maintain financial record keeping
- Obtain up-to-date information from other agencies, and toy libraries/family resource programs
- Continual promotion of programs and an awareness for parents of children who are not using the child care services
- To provide enjoyable playtime experiences for parents and children, & organizing activities
- Order equipment, supplies, toys and resource material within budget
- Clean and disinfect toys
- Good working and public relations with staff, parents, children, visitors, and agencies
- Must be prepared to serve the single parent, the at home mother, the working parent, child care provider, people who need an outlet for themselves and children
- Must take advantage of learning programs or workshops designed for the position, also to host parenting information sessions
- Assisting daily in the Hub Centre Programs and extracurricular activities, and other related duties

QUALIFICATIONS:

- Registered member in good standing with the college of Early Childhood Educators
- Early Childhood Education diploma from recognized post-secondary institute
- Administrative and/or management training
- Knowledge and appreciation of Anishinaabe culture, language and heritage.
- Standard First Aid and CPR

HOW TO APPLY:

- Interested applicants must provide a cover letter, resume, copies of relevant certificates/diploma and provide 3 current work references
- Current original criminal reference check; current within the last 90 days.
- A valid driver's license required for operating the Mobile Unit.

DEADLINE: Ongoing

DIRECT APPLICATIONS TO: "RECE – Toy Librarian/Educator"
Human Resource Manager
Wikwemikong Board of Education
34 Henry Street
Wikwemikong Ontario
POP 2J0

Only those selected for an interview will be contacted.