

14. Prepare and distribute program correspondence such as newsletters and notices related to the Strong Start program. Provide input and distribute program forms, brochures, etc. as required.
15. Monitor, obtain and provide nutrition supplies such as healthy snacks and identify required supplies and equipment as needed.
16. Attend District and Ministry meetings pertaining to StrongStart and participate in district and/or community activities as required.
17. Plan, prepare and lead a variety of Ministry approved early childhood programs (such as Ready, Set, Learn) as required.
18. Keep current on early learning and child care issues including maintaining licensing requirements.
19. Perform other related duties which are within the scope of knowledge, skills and abilities required by this position.

REQUIRED KNOWLEDGE, ABILITY AND SKILLS:

1. Grade 12 graduation and completion of an Early Childhood Education Diploma Program and a Valid Early Childhood Educator License to Practice Certificate in BC.
2. Valid Food Safe and Child Safe First Aid.
3. Six months to 1 year of relevant related experience in the practice of Early Childhood Education.
4. Knowledge of key aspects of the program including literacy, numeracy, family dynamics, parent support and education, the stages of early childhood development as well as knowledge of services available within the community.
5. Demonstrated ability to create, plan, organize, and implement a parent participation early learning program.
6. Ability to work positively and effectively with a variety of parents, caregivers, children, professionals, and community members.
7. Demonstrated knowledge and understanding of the socio-economic and cultural background of the service population.
8. Demonstrated ability to work independently, efficiently and effectively manage priorities, and exercise mature judgment.
9. Demonstrated ability to work collaboratively with others individually and/or in a team environment.
10. Demonstrated ability to solve problems and empower others to solve problems, intervene when required, and set appropriate boundaries and limitations.
11. Strong verbal/written communication skills, interpersonal skills, organization and planning skills.
12. Strong computer skills: word processing, client database, internal and external email.
13. Valid BC Driver's License.

JOINT COMMITTEE MEMBER'S SIGNATURES:

	
	