



SEMÁ:TH FIRST NATION

Job Posting

POSITION:	Early Childhood Education Assistant
HOURS:	Full Time at 35 hours per week
TERM:	Temporary
SALARY:	\$19 per hour
REPORTS TO:	Busy Bear Early Childhood Education Manager

1.0 PURPOSE & SUMMARY

Sumas First Nation is seeking an energetic and qualified full time Early Childhood Education Assistant (ECEA) to work at our Busy Bear Club Preschool. The Early Childhood Education Assistant will work with certified Early Childhood Educators (ECE) to provide quality and inclusive programming in a group setting supporting children and families. Programming also incorporates the 6 Head Start components: Culture and Language, Education, Health Promotion, Nutrition, Social Support, and Parent and Family Involvement. The ECEA will also be required to work once per week in the Busy Bear Preschool After School Club Program.

2.0 DUTIES & RESPONSIBILITIES

- Work closely with certified ECE's to guide and assist children in the development of appropriate eating, dressing and toilet habits;
- Document and submit written observations of children if there are signs of potential needs;
- Maintain day-care equipment and assist in light housekeeping, cleaning, and laundry duties;
- Maintain a clean classroom following the cleaning policies and protocols;
- Work closely with certified ECE's to develop and implement open-ended, age- appropriate, and play based activities that support and promote the physical, cognitive, emotional and social development of children.
- Provide services during the Busy Bear After School Club Program once per week.
- Other duties as required.

3.0 QUALIFICATIONS

- Valid ECEA Certificate and License to Practice in BC;
- one-year recent related experience is considered an asset;
- Clear Vulnerable Sector Criminal Records Check conducted under the Criminal Records Review Act;
- Valid first aid certificate;
- Valid Class 5 BC Driver's License.

TO APPLY:

Please email your cover letter & resume to Human.Resources@sumasfirstnation.com
Deadline: March 20th, 2025