



SEMÁ:TH FIRST NATION

Job Posting

POSITION:	OUT OF SCHOOL CARE RESPONSIBLE ADULT
HOURS:	20 HOURS PER WEEK, MONDAY TO FRIDAY – 1:00PM TO 5:00PM
TERM:	SEPTEMBER 2026 TO JUNE 2027
WAGE:	\$19.00 PER HOUR TO \$23.94 PER HOUR DEPENDING ON CERTIFICATIONS
REPORTS TO:	BUSY BEAR EARLY CHILDHOOD EDUCATION MANAGER

1.0 PURPOSE & SUMMARY

The Responsible Adult will help provide a safe, welcoming, and engaging environment for school-aged children. The successful candidate will plan fun activities, supervise children indoors and outdoors, prepare snacks, and support children's social, emotional, and physical development while maintaining a positive and inclusive environment. This position is required to work in the Out of School Care program between the hours of 1:00pm and 5:00pm from Monday to Friday.

2.0 DUTIES & RESPONSIBILITIES

- Provide coverage and facilitation for the Busy Bear After School Care Program from Monday to Friday, 1:00pm to 5:00pm
- Work with the Busy Bear Preschool Staff and Manager to develop and prepare the components involved with the After School Care Program.
- Provide care and mature guidance to children attending the After School Care Program.
- Other duties as required.

3.0 QUALIFICATIONS

- Responsible Adult certification or qualifications that meet BC Child Care Licensing requirements.
- Experience working with school-aged children.
- Current First Aid/CPR certification (or willingness to obtain).
- Clear Criminal Record Check.
- Strong communication and teamwork skills.
- Reliable, caring, and organized.
- Knowledge of Indigenous cultures and traditions.
- Experience working with Indigenous children, families, or communities.
- Certification or diploma in Early Childhood Education, or a combination of relevant education and experience.
- Strong administrative and coordination skills, with the ability to manage deadlines and handle multiple tasks efficiently.
- Experience working in early learning, afterschool, or community-based child development settings.
- Excellent communication and documentation abilities, including developing visual materials and maintaining records.
- Comfort working collaboratively with staff, families, Elders, and community partners.
- Familiarity with cultural or land-based learning programs is an asset.
- Valid ECE I/T Certificate 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