



# Snuneymuxw

## First Nation

[www.snuneymuxw.ca](http://www.snuneymuxw.ca)

### **JOB POSTING**

### **Early Childhood Educator (ECE) with Infant & Toddler (IT)**

#### **Multiple Positions**

Wage: \$23 - \$30.50 based on experience and qualifications

*Snuneymuxw First Nation is hiring multiple ECE's for our existing and new daycare facilities located at 1378 Stuywut St. and 668 Centre St. in Nanaimo. Start date is August 25, 2025.*

#### **JOB OVERVIEW**

The Snuneymuxw First Nation Daycare objective is to meet the developmental needs of all children for whom care is provided. The goal is to use a holistic approach, which reflects Snuneymuxw culture, to assist them in developing their potential: socially, physically, intellectually, emotionally, and spiritually.

The Early Childhood Educator (ECE/IT) reports to the Daycare Manager(s) to provide support and direct care for children. ECE is responsible for providing care and education for the children of the Snuneymuxw First Nations Daycare in a safe and developmentally appropriate environment.

#### **WHAT'S IN IT FOR YOU?**

- Engaging and fun work environment
- Higher ratio of workers to children compared to other daycares
- Competitive wages
- Pension Plan – Employer matched contributions
- Group benefits
- Paid professional development
- 2-week December holiday closure (in addition to regular vacation)
- Federal statutory holidays (aligned with schools/financial institutions)
- Paid sick time

#### **JOB RESPONSIBILITIES:**

The ECE/IT is responsible for:

- Working with other ECE's to carry out activities that include a combination of active/quiet, indoor/outdoor, and individual/group activities which may include songs, games, and storytelling.
- Engaging children in planned activities to meet the physical, emotional, intellectual, and social needs of the children in the program.
- Gathering the required equipment needed for activities.



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- Organizing space, equipment, and materials.
- Cleaning, inspecting and maintaining equipment to ensure that it is safe for use.
- Supporting culturally appropriate activities and programs.
- Clearly, effectively, and respectfully communicating with children in a manner they understand.
- Supporting and maintaining a safe and secure environment that enables children to express themselves and that supports the development of children's self-esteem.
- Providing guidance for children's behaviour, encouraging positive self-concept, and setting reasonable behavior expectations.
- Ensuring children are supervised at all times at both indoor/outdoor play times.
- Complying with the staff-to-children ratio as defined in the Childcare Licensing Regulations.
- Supporting daycare staff to ensure the basic needs of the children are met throughout the day including feeding of children, cleaning up after meals, nap times, diapering/toileting, sharing of circle times, art activities and outside play time.
- Working with other staff in the daycare and/or infant toddler program to create an atmosphere of caring, growth, learning, stimulation, creativity, and respect.
- Communicating effectively and respectfully with parents and encourage them to participate in the program.
- Acting as a role model by developing positive routines and using respectful communication.
- Maintaining current knowledgeable regarding children's allergies and other special conditions.
- Reporting all accidents, injuries and illnesses to the Daycare Manager and ensure they are recorded in the daily logbook or on the Incident Report Form.
- Immediately reporting all incidents of suspected child abuse to the Daycare Manager
- Staying familiar with emergency procedures and participating in monthly drills (fire drills, earthquake drills, etc.).
- Attending training sessions and team meetings as required.

## Other Duties:

- Maintain open communication with the Daycare Manager.
- Strive to meet and exceed the national standards of accreditation and provincial standard of childcare licensing regulation.
- Actively seek out and supports activities that promote client, staff, visitor, and contractor safety
- Perform other related duties as assigned by the Daycare Managers.

## JOB REQUIREMENTS

### Education:

- Required - BC ECE Certificate and registered with the BC ECE Registry
- Required - Valid First Aid Certificate that includes Child Safe & Infant CPR Certification.
- Infant & Toddler certification required.



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### **Experience:**

- A minimum of one year of experience working in a childcare setting is preferred.

### **Working Conditions:**

- Physical demands include the ability to lift and carry children, lift/carry equipment, sitting on the floor or child sized furniture.
- Take precautions to ensure the health and safety of children, parents, staff, and themselves.
- The working environment may be noisy and busy.
- Must ensure that the children are always supervised, and that children are involved in safe and appropriate activities.
- Must be prepared to always respond to emergencies.
- Ability to follow directions of senior staff.

### **Knowledge, Skills, and Abilities:**

- Ability to provide safe and appropriate activities for children.
- Knowledge of relevant legislation, policies, and procedures.
- Understanding of Coast Salish culture
- Demonstrated ability to implement child activity and development programs.
- Excellent verbal and written communication skills.
- Demonstrated ability to work well within a team.
- Ability to manage multiple competing priorities in a busy work environment.
- Excellent problem solving and decision-making skills.
- Ability to build self-esteem in children.
- Ability to be both compassionate and understanding as well as consistent and fair.
- Ability to work in a manner that is culturally sensitive.
- Ability to relate well to children, staff, and parents.

### **Willingness Statements:**

- Subject to satisfactory reference checks.
- Must be able to obtain and maintain a satisfactory Vulnerable Sector Criminal Record Check
- Must be able to maintain strict confidentiality in performing duties and demonstrate personal attributes of strong morals, ethics, integrity, respect, trust, honesty, compassion, and accountability.
- Agree to adhere to the Snuneymuxw Policy & Procedures including the Code of Conduct Declaration, Confidentiality Agreement, and Employee Code of Ethics and Personal Conduct.
- Must conduct themselves in a friendly, courteous, and professional manner.
- Must show a positive and helpful attitude and demonstrate to be trustworthy, dependable, and punctual in all workplace activities.



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- Must be available for a variety of shifts between the hours of 7:30AM to 5:00PM, Monday to Friday (subject to change).

### Snuneymuxw Standards

Our values will guide us towards becoming a stronger, more effective organization with a positive and mutually beneficial work environment for everyone.

|                                 |   |
|---------------------------------|---|
| <b>Achievement</b>              | Deliver what matters<br>Ensure clarity of direction and unity of purpose<br>Inspire excellence and strive for outstanding results               |
| <b>Collaboration</b>            | Work together to build successful teams and partnerships<br>Be open, inclusive and share knowledge<br>Seek, provide, and act on feedback        |
| <b>Community<br/>Commitment</b> | Know our community and put them first<br>Listen to and understand community needs<br>Be responsive, close the loop and deliver on promises      |
| <b>Integrity</b>                | Own your actions, successes, and mistakes<br>Act with transparency, honesty, and respect<br>Do what you say you will do                         |
| <b>Innovation</b>               | Look for ways to improve and create positive change<br>Think broadly and take a wider viewpoint<br>Be responsive to new ideas and opportunities |

**Please email your current resume and cover letter to:**

[HR@snuneymuxw.ca](mailto:HR@snuneymuxw.ca)

**Application Deadline: July 29, 2025 @ 11:59 PM PST**