



# Membertou

WELCOMING THE WORLD!

## Employment Opportunity

**Job Title:** Early Childhood Educator (Full Time)  
**Department:** Education  
**Reports to:** Director of Education / Daycare Administrator

Membertou Daycare Centre is seeking applicants for an Early Childhood Educator position. Under the authority of the Administrator, the Early Childhood Educator is responsible for children in all aspects related to the development of their learning skills, hygiene, health, welfare and safety. The Early Childhood Educator is in charge of the planning and application of well-balanced programs and activities for children aged 2-4 enrolled in the Centre.

### Duties and Responsibilities:

- Work one on one with a special needs child.
- Supervise children in indoor and outdoor play and during rest period.
- Lead children in activities by telling stories, teaching songs and preparing craft material.
- Attend staff meetings to discuss progress and problems of children.
- Maintain day care equipment and assist in housekeeping duties.
- Helps with transition planning for a school/daycare.
- Help set and meet goals with special needs child.
- Support the child with classroom routine, depending on developmental stages.
- Give feedback on the child's day.
- Follow up with support workers.
- Attend meetings with child's team workers every six weeks.
- If the child is not in, will perform all duties of a daycare worker.
- Assists with the preparation of activity on the center's beliefs/values and policies.
- Works as a team, strives to create a happy atmosphere of caring, growth, learning, simulation, creativity and respect.
- Ensure the safety of all students at all times, such as class time, meal times, gym period, and indoor/outdoor play periods. Also, to and from these areas.
- Directs and assists children with their everyday needs, in the development of proper eating, resting, and hygiene habits, such as brushing teeth, washing up before eating and toilet habits.
- Planning and working with other teachers & administrator in the preparation of special activities/events such as fieldtrips.
- Comply with Band Personnel Policy.
- Maintain positive relationships with Membertou's Internal and External Customers, ensuring transactions or information received on behalf of the Band and/or its members are kept confidential.
- Maintain and improve Membertou's Quality Management System as it relates to job related duties and/or department.
- Other department related duties as required by the Director/Daycare Administrator.

### Qualifications:

- Early Childhood Development Certificate.
- Have experience in working with young children.
- Must provide an updated Child Abuse Registrar and Criminal Record Check.
- Preference given to Aboriginal peoples in accordance with the Aboriginal Employment Preferences Policy of the Canadian Human Rights Commission.

Resumes with Cover Letters can be submitted to:  
Membertou Human Resources Department  
**Attention: Richard Stevens**  
47 Maillard Street  
Membertou, NS B1S2P5

Or via email to:

[jobs@membertou.ca](mailto:jobs@membertou.ca)

**DEADLINE FOR APPLICATIONS:** August 12, 2022 at 4:30 PM AST.

*Thank you for applying, however, only those selected for an interview will be contacted.*