



# *Little Red River Cree Nation*

P.O. Box 30, John D'Or Prairie, Alberta T0H 3X0

Phone: 780-759-3912 Fax: 780-759-3780

## **Employment Opportunity**

### **DAYCARE SUPERVISOR- JOHN D'OR PRAIRIE**

The Little Red River Cree Nation Community Services Program is currently seeking to fill the position for a Daycare Supervisor located at the Little Eagles Daycare in John D'or. This is a **Full-time Permanent position with benefits.**

#### **Duties and Responsibilities:**

- Day to Day Operations of the Little Eagles Daycare
- Assist the Director with the development and monitoring of the Child Care Centre's budget
- Ensure that adequate records are maintained and compiled for reporting purposes
- Maintain provincial standards
- Monthly Reporting to North Peace Tribal Council
- Maintain a safe and healthy environment for children and to create a relaxing and welcoming atmosphere
- Regularly contact, and act as a resource for, parents and caregivers
- Encourage parental involvement in the Child Care Centre
- Staff Supervisory
- Provide coverage for absent Child Care Givers when required.
- Provide support and direction to caregivers regarding child development
- Assist the Director with the hiring process and to make recommendations on staffing
- Be knowledgeable, informed, and current on child care philosophy

#### **Qualifications:**

- Formal training in Early Childhood Development Diploma qualification is required, or equivalencies such as Educational Assistant Diploma or Child and Youth Care Diploma
- 1-3 years' experience in the child care profession
- Current Criminal Record Check and Vulnerable Sector Check
- Supervisor experience
- Be able to take direction with minimal supervision
- Microsoft Excel and Word knowledge
- Excellent communication, presentation, and interpersonal skills
- Excellent organizational skills and initiative
- Creative problem-solving skills
- Class 5 Drivers licence
- Able to take additional training if required

**Deadline: Wednesday November 7, 2018**

**Please submit cover letter and resume to:**

**Emma Tallcree**

**Daycare Supervisor**

**Phone: 780-759-2563 Fax: 780-759-3362**

**Email: [emmat@lrrcn.ab.ca](mailto:emmat@lrrcn.ab.ca)**

***Only applicants meeting the criteria outlined above will be contacted for an interview. We thank all applicants in advance.***