



Penticton Indian Band

841 Westhills Drive
Penticton, British Columbia
Canada V2A 0E8

Telephone: 250-493-0048

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|------------------------|--|------------------------|---------------------|
| Position Title: | ECE Assistant Program Supervisor | Classification: | Level 2.1 |
| Department: | PIB Daycare | Pay rate: | \$25.28/ hr |
| Status: | Full-time, Permanent | Hours of Work: | 37.5 Hours per week |
| Responsible to: | Child Care Program Manager | | |
| Location: | Little Paws Children's Centre, 140 Outma Sqilx'w Place, Penticton, BC, V2A 0E3 | | |
| Deadline: | September 19, 2025 | | |

Job Summary:

The Program Supervisor is responsible for the supervision of the Educators within the program which includes guiding and caring for children by implementing developmentally appropriate activities and experiences. The Program Supervisor must ensure licensing regulations are always followed and the health and safety of the children. The Program Supervisor shall foster cooperative social behaviour to assist children in forming positive relationships while ensuring the other Educator's do the same. The Program Supervisor will work collaboratively with the Child Care Programs Manager, ECE Coordinator, Staff, families, and community to support positive child development.

Core Competencies:

- Accountability & Dependability
- Teamwork
- Problem solving
- Planning & organizing
- Communication
- Flexibility
- Continuous improvement
- Patient
- Leadership
- Organization
- Ethics
- Integrity

Duties/Responsibilities:

- Supervise, guide and support program staff to ensure they are following their assigned duties, responsibilities and adhering to Licensing Regulations.
- Mentor the development and implementation of age-appropriate activities within the program.
- Guide and assist children in daily activities.
- Maintain equipment and assist in housekeeping duties.
- Maintain and update each child's file and be knowledgeable about any medical conditions.
- Interact with children to encourage involvement in activities.
- Provide a warm, safe, and caring environment that is kept orderly, clean, and appealing.
- Provide diapering care, toilet learning, and proper hygiene.
- Model developmentally appropriate activities and positive behavior management techniques.
- Include materials and experiences in the classroom that are culturally appropriate and represent diversity.
- Continue professional development through attending workshops, conferences, and other staff development activities.
- Willingness to learn Okanagan language, cultural practices, and protocols.

- Maintain up to date knowledge of current child development practices.
- Demonstrate behavior that is professional, ethical, and responsible.
- Assist with other duties as requested by the Child Care Programs Manager/ECE Coordinator.
- Snack and meal preparation.
- Ensure toys are disinfected and rotated regularly.

Qualifications/Requirements:

Minimum Academic/Educational Requirements

- Current valid ECE Assistant license to practice in the Province of British Columbia.
- Knowledge and understanding of standards of practice and BC Child Care Licensing Regulations.

Other Certification, Licenses, Designations and/or Training

- Criminal record check
- Three references
- Current immunizations and TB clearance
- Current First aid certificate
- Current Food Safe certificate
- Valid Class 5 Driver's License
- Transportation to and from work

Specific Job Skills and Levels

- Excellent interpersonal skills
- High level of energy
- High level of patience
- Genuinely committed to helping children learn
- Cultural sensitivity
- Excellent problem-solving skills
- Excellent negotiation and mediation skills
- Ability and willingness to perform physical tasks
- High level of trust and confidentiality
- Computer literacy, including proficiency with computer software applications such as MS Word, Excel, Email

Minimum Level of Experience

- Minimum three years' experience working with children.

Personality Traits

- Enthusiastic
- Compassionate
- Open Minded

Assets:

- Valid BC Class 4 Drivers License
- Related training in children with special needs

- Knowledge of sign language
- Knowledgeable about the language and culture of the Syilx Okanagan people

Working Conditions:

- May be exposed to communicable diseases, and conditions
- Interacts with children, family members, staff, visitors, and government agencies
- Regular to frequent requirement, and as needed, to lift children (up to 45 lbs.), including bending, stooping, stretching, squatting, pushing and pulling, and sitting and walking
- Noise level can be moderate to loud
- Overtime may be required

Preference will be given to qualified Aboriginal applicants as per section 21 of the Human Rights Code.

*All Penticton Indian Band employees are encouraged to learn about the culture, language and customs of the Okanagan people and must be willing to continuously upgrade their skills and knowledge and further their formal education.

We thank all those who apply; however, only those candidates selected for an interview will be contacted.

The Penticton Indian Band offers a competitive compensation and benefits package as well as a great team and respectful work environment. If you are qualified and looking for an exciting and rewarding career, please send a resume and cover letter to the attention of:

**Armando O. Lopez, HR Manager
Penticton Indian Band**

Mail: 841 Westhills Drive **Email:** jobs@pib.ca
Penticton, BC V2A 0E8

In Person: PIB Administration Offices – 841 Westhills Drive, Penticton, BC

The Penticton Indian Band provides equal employment opportunities to all, regardless of race, national or ethnic origin, colour, religion, age, sex, sexual orientation, marital status, family status, political belief, creed, disability that does not prohibit performance of essential job functions or that cannot be accommodated, or conviction for which a pardon has been granted. However, where two or more applicants have comparable or equivalent skills and qualifications, preference shall be given, in the following order, to persons with specific knowledge of and/or experience with Sn'Pink'tn(Penticton) language (N'syilxcen), culture, history and customs; persons of Aboriginal, Métis or Inuit ancestry; and all others.