



PLEASE POST

Pacific Immigrant Resources Society (PIRS) is a non-profit organization which supports immigrant women and their children (18 months to 5 years) through various ESL, literacy and parenting programs located in Vancouver.

We are looking for a **ECE Assistant** for our Story Time/ Literacy program in Trudeau Elementary School.

Employment Terms: **Part-Time**

Location: **Trudeau Elementary School (449 E.62nd) in Vancouver**

Position Start Date: **September, 2010**

Hours of Work: **5 hrs per week (Monday & Wednesday mornings, 8:30 – 11:00)**

Salary: **\$ 11.50-13.96 per hour (depending on experience) plus 4% holiday pay (Step 1), additional pay for team meetings and participation in professional development workshops**

Required Qualifications:

- Basic ECE Certificate (or in training) or certificate in related field and demonstrated experience in community resources and family support
- First Aid Certificate
- Criminal Record Check

Desired Skills and Experience:

- **Ability and resources to efficiently plan and implement age appropriate and creative art activities for children – a must**
- Knowledge of child development, guidance and discipline strategies
- Basic knowledge of songs and rhymes for children and the ability to actively assist in the circle time with children and their families
- Demonstrated knowledge and experience in community resources and working with families
- Experience in working with people from various cultures
- Basic knowledge of materials and strategies in working with children who are ESL
- Strong communication skills
- Experience in working with families from various cultures
- Awareness of health and safety procedures
- Fluency in Mandarin or Tagalog an asset
- Ability to work independently and make decisions

Key Responsibilities:

- Plan and implement age appropriate creative art activities for children
- Assist in the circle time, snack preparations and other activities in the program
- Support and orient the families who attend the story time program
- Provide an everyday language support to children who have ESL needs
- Attend the team meetings and the professional development workshops once a term
- Keep a regular inventory list of supplies

- Report to the ECE Program Coordinator about all the aspects of the program

Contact Name: Katarina Jovanovic,
ECE Program Coordinator
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We thank everyone for their interest. Only those short-listed will be contacted.

Application Closing Date: **August 23, 10 at 4:00**