

Poundmaker Daycare Center

Is now recruiting staff for Term position Immediate to June 28 2019

Daycare Director

Qualifications:

- First Aid and CPR
- Safe Food Handlers Certificate
- Updated Medical Certificate/TB Testing Report
- Two Diploma in Early Childhood Program or equivalent Diploma/Degree

Skills:

- Management Experience
- Financial Expertise
- Computer Literate

Clear Update Criminal Record required with Vulnerable Sector Search

All the above qualifications must be attached to your resume to qualify for an interview.

Deadline for application: Wednesday January 30 1:00 pm

Send or fax resumes to: reception@poundmakercn.ca or 306 398 8096

Interviews: Friday February 1 2019
(with immediate start if successful candidate)

Only those selected for an interview will be contacted.

Poundmaker Daycare Center

Is now recruiting Committee/Board members.

5 Board Members

Responsibility:

- Full financial authority and control over the daycare budget with consultation from: Daycare Director, Daycare Program Coordinator, Poundmaker Cree Nation Chief & Council
- Maintain daycare bank account to manage the funds from parent fees & other sources of income.
- Shall designate signing authorities for the daycare bank account, managed in coordination through Daycare Program Coordinator
- Responsible for developing a yearly budget in consultation with the Daycare Director, the Daycare Program Coordinator and Poundmaker Chief & Council.
- All decisions that have any financial commitments shall be made by the daycare committee.
- Shall have full responsibility for governing the daycare operations.
- Conduct an annual meeting, open to all community members in June of each year.
- Shall report to the Chief & Council quarterly at the end of June, September, December and March

Qualifications:

- Clear Criminal Record with Vulnerable Sector search
- Poundmaker Cree Nation member

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(with immediate start if successful candidate)

Send or fax Letter of Interest to: reception@poundmakercn.ca or 306 398 8096