

Anticipated Start Date: Monday May 8th, 2017

Position End Date: Friday September 1st, 2017

Terms of Employment: Full Time (Seasonal)

Wage: \$13.50/hour

Hours of Work: Monday to Friday; approximately 8 hours/day; occasional weekends and evenings as required

Positions Available: 4

The successful applicant will be responsible for:

- Development and delivery of innovative, high-quality programming for school-aged camps and special events in the areas of science, heritage, engineering, technology, and innovation.
- Educating and caring for up to 20 school-aged children from 5-12 years old
- Delivery of school programs and workshops to school-aged children
- Assist with volunteer organization, program registration and communications related to our after-school care program and summer programs
- Instruct children on proper care and maintenance of the Explorers Urban Garden Project
- Assist with special events and fundraising events at The Exploration Place and off-site, including, but not limited to: Canada Day, Mackenzie Children's Festival, Billy Barker Kids Day, BMO Kidzart Dayz
- Understand and adhere to Northern Health's child care licensing policies and procedures

All applicants are required to:

- Demonstrate an aptitude for working with school-aged children
- Possess strong oral and written communication skills
- Be a self-motivated team player
- Must possess excellent time management and multi-tasking skills
- Ability to work closely with, and communicate respectfully with the childcare team at large
- Be willing to submit to and pass a criminal record check
- Be familiar and comfortable with the Microsoft Office Suite of programs, accessing information via the Internet, and email

The following will be considered an asset for this position:

- Childcare training related to child development, guidance and discipline, health and safety and/or nutrition
- Completion of at least one year of post-secondary education in a Science, Heritage, Technological, Education, or Engineering field of study.
- Experience delivering educational programs and working with the public
- Ability to work in a fast-paced, customer-orientated facility, in cooperation with other staff and departments
- Valid First Aid and CPR certification
- Understanding of child care licensing policies and procedures
- A Class 4 driver's license with a clean driver's abstract

Due to grant and licensing requirements, all applicants must be at least nineteen years of age and currently enrolled in, and planning to return to, post-secondary education. Please indicate that you meet these requirements on your resume or cover letter.

APPLICATION CLOSING DATE: Sunday March 5, 2017
No phone calls please. Only successful applicants will be contacted.

Please email, fax, or drop off a resume and cover letter to:

Attn: Robyn Reimer
The Exploration Place
PO Box 1779
Prince George BC, V2L 4V7

WE ARE LOCATED AT: 333 Becott Place in Lheidli
T'enneh Memorial Park
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