



## Job Posting

# **ECE CHILDREN'S CENTRE COORDINATOR**

### **Full-Time (Maternity Leave)**

The Arbutus Club, one of Canada's finest Private Family Clubs, is hiring a **FULL-TIME TEMPORARY ECE CHILDREN'S CENTRE COORDINATOR**, for our Children's Centre. **This is a temporary position to cover a Maternity Leave.**

We offer numerous recreational and school prep Children's Programs for children ages 1 to 6 years. We are seeking an Early Childhood Educator with over 3 years' experience to deliver and coordinate high-quality, creative and age-appropriate programs, based on The Arbutus Club Children's Centre standards. This educator would establish respectful relationships with the Members and Staff.

#### DUTIES:

- Manage all the day-to-day operations of the Children's Centre
- Help to create, promote and market programs
- Teach half-time in some programs
- Maintain and build the financial position of the Centre through new and existing programs.

#### QUALIFICATIONS:

- At least 3 years' early childhood experience
- Strong management and administrative skills in an early childhood setting
- Excellent communications skills
- A valid ECE Certificate
- A valid First Aid Certificate
- Montessori Training would definitely be an asset

Hours: 8:00 am to 4:00 pm Monday to Friday

Start Date: March 16, 2012, with part-time hours beforehand for training

End Date: March 15, 2013

We offer a competitive salary, depending upon experience.

Applicants may submit a Resume, with a Cover Letter, referring to '**ECE Children's Centre Coordinator**' position, by **January 31, 2012** to:

The Arbutus Club

c/o Human Resources Coordinator

2001 Nanton Avenue

Vancouver, B.C. V6J 4A1

Fax: (604) 264-5920

E-mail: [hr@arbutusclub.com](mailto:hr@arbutusclub.com)

Visit our Web site at [www.arbutusclub.com](http://www.arbutusclub.com)

We thank all applicants for their interest in The Club; however, only those selected for further consideration will be contacted. No phone calls please.

Posted January 20, 2012