



Job Title:	Outreach Worker/Parent Programs assistant
Reports To:	Daycare Manager – Elizabeth Williams & Cheri Wale – ECE supervisor
Deadline for applications Date:	January 5, 2026
Start date	January 12, 2026

Summary:

This position is from January 2026-July 2026 and may be extended Based on Funding.
Under the guidance of the Daycare Manager, ECE Supervisor & Daycare team you will provide Support to the Aboriginal Headstart on Reserve (AHSOR)/Daycare programs and Parents.

Duties and Responsibilities:

- Create a schedule for a parent & tot program to for infants and toddlers ages 0-3 years who are not attending any childcare programs
- Provide workshops for parents of the Aboriginal Head start on Reserve Program
- Inclusive programming to involve extended family members
- Participating in staff meetings as required, and other language teachers to review needs
- Assist to Arrange facilitators to come into community
- Provide healthy and physical activity field trips
- Travel for supplies for the outreach program
- Collaborate with other agencies to ensure programs are not duplicated

Promoting Required Skills and Abilities:

- Excellent organizational and time management skills- able to follow schedules, work independently and be accountable
- Assist Manager and ECEs to Create Guidelines for the outreach program
- Creative, adventurous and strong positive work ethics that are unique to Gitksen Social Structure
- Commitment to high standards of professionalism by becoming familiar with GES Policy & procedures and – ECE Code of Ethics
- **Sensitivity, Patience and empathy - a love for children**
- Curiosity, Creativity, and a desire to learn new ways to help staff teach in alignment with Gitksen culture.
- Ability to build strong relationships with children, staff, parents and the community.
- Ability to work effectively as part of a team and get along well with others.
- Evaluate and work in coordination with the Manager and ECE's to ensure Outreach programs is meeting the needs of the families
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Required Education, Experience, Certifications and Licences:

ECE or equivalent, Responsible Adult or Experience working with Language Programs
Fluent, beginner, or semi-fluent in Simalgyex/Gitsenimx
Class 4 license

Full-time position, **40 hours per week**. Regular hours are 8:30 a.m. to 4:30 p.m., with flexibility required for evening or weekend workshops as needed.

Wage: \$20 or based on experience/ECE Certification will include wage enhancement

Please submit a resume with **three references** and **any applicable certifications**. A **criminal record check through GES is required**. Incomplete applications will not be accepted.

Applications may be **dropped off or submitted by phone or email** to **250-849-8421** or **elizabeth.williams@gitwangakeducation.ca**. Only those selected will be contacted for an interview.