



**External Employment Opportunity
Before & After School Care Staff
Hulitan Early Years Centre
Full Time Permanent Position**

Join the Hulitan Family!

Hulitan Family and Community Services Society is a unique Indigenous non-profit located in the Westshore Community of Southern Vancouver Island. Our mission is to preserve, unify and advocate for Indigenous families by supporting healing and fostering resilience through culturally rooted programs, services, and collaboration with community partners. Hulitan empowers Indigenous families and future generations, walking alongside them and using the cultural principles of Respect, Connectedness, Humility, and Integrity.

We opened an Early Years Centre in September 2024, which includes our Nəcelŋəx^w Aboriginal HeadStart Childcare Program with 48 childcare spaces for Indigenous children, our Journeys of the Heart Program, and Family Support. We are now hiring for the Before & After School Care Program which will provide 25 spaces for school aged group childcare.

Position Description

We are seeking a Before & After School Care Program Coordinator to join our family in our Before & After School Care Program. Before & After School Care Staff will foster healthy cultural identity for Indigenous and non-Indigenous children and will support and empower parents/caregivers as the first teachers of their children. The Before & After School Care Staff will provide direct facilitation of the daily activities of the program, including circle time, the classroom schedule and transition times, healthy snack, active play, free play, and outdoor time. The Program Coordinator will work collaboratively with their team to develop curriculum and plan program activities, and nutrition. In collaboration with the Manager of Early Years, the Program coordinator will provide guidance and supervision to the Before and After School Care Leaders and will ensure the program is honoring Hulitan's values and meets licensing standards.

Responsibilities

- Ensure the health, safety, and well-being of all children in the program, following relevant policies, procedures, and regulations, and promoting active play, rest, and nutrition.
- Provide direct facilitation of daily activities of the program, including circle time activities, the classroom schedule and transition times, active play, free play, and outdoor time.
- The Program Coordinator will develop an activity and snack calendar for the Before and After School Care Program with fellow staff members and make sure there are supplies for all activities.
- Support children with healthy nutrition and hygiene habits (toileting, hand washing, changing soiled clothing, trying foods, eating, and listening to body cues) through role modeling, education, supportive guidance, and assistance.
- Implement culturally rooted curriculum and activities that support the holistic development of the children, incorporating traditional teachings, language, and practices.
- Foster a nurturing and inclusive learning environment that promotes the social, emotional, cognitive, and physical development of each child, respecting their individual strengths, needs, and interests.
- Conduct ongoing observations of children's development, and classroom and peer engagement to inform individualized planning and support. Communicate with families if any concerns or areas of development arise and work to support referrals or interventions as needed.
- Work collaboratively with other staff members, Elders, and support staff, to create a cohesive and supportive team environment that prioritizes the needs and interests of the children and families we serve.

- Engage in ongoing professional development opportunities to build on knowledge and skills in Indigenous culture, trauma-informed care, and other relevant areas.

KNOWLEDGE AND ABILITIES:

The successful candidate will possess experience that will satisfy all or most of the following:

- Understanding of childhood growth and development, teaching and learning strategies, the practice of guiding children’s behavior, and an ability to provide/willingness to learn to provide activities that are culturally rooted.
- Demonstrate a knowledge of which traditional territories that you will be practicing on, respect for Indigenous cultures, and a willingness to learn.
- Commitment to continual work and reflection on decolonizing practice in work with children and families and speak to the actions you are taking.
- Understanding of the provincial acts as they relate to children, youth, and families.
- Ability to work collaboratively and build positive relationships and communication with children, peers, families, and community members.
- Knowledge of trauma informed practice and values that align with creating an inclusive environment.

EDUCATION AND EXPERIENCE:

The successful candidate will possess education and experience that will satisfy all the following:

- 20 hours of childcare-related training and relevant work experience.
- Be of 19 years of age and older.
- A clear criminal record check (including working with vulnerable people sector).
- A current and valid first aid certificate with infant and child CPR (or be willing to obtain one as part of the training before commencing work).
- Provide a record of immunization status.
- Experience working with Indigenous families a strong asset.
- Physical ability to work with children, playing with and engaging in activities with children, and ability to be outdoors.

What We Give in Return:

We recognize the importance of family and wellness while doing this challenging work. Staff at Hulitan have 15 vacation days yearly, 12 sick days yearly, and an additional 6 sick days for those with children under the age of 12. In addition, you have access to support from our resident Elder and our Cultural Connections Coordinator and frequent opportunity for ongoing training. A comprehensive benefits package and RRSP contribution of 4% of your annual salary are provided for all permanent staff working 21 hours per week or more. Hulitan Early Years staff receive reflective supervision and frequent team check-ins. We offer a supportive, collaborative environment that fosters personal growth, and lasting connections.

Hours: 35 hours doing a split shift. Monday to Friday 6:45 am to 10:15 am and 2 pm to 5:30 pm
Pursuant to Section 41 of the BC Human Rights Code, preference may be given to applicants of Indigenous Ancestry

Please submit your resume and **cover letter** attention to:

Sarah McDonald, Manager of Early Years

e-mail: smcdonald@hulitan.ca

Only those selected for interviews will be contacted.

Closing date is July 25th, 2025

Starting wage is \$26/hr