



# 4 C's Daycare Administrator

## 1 Full-Time Permanent Position

### GENERAL DESCRIPTION

The Administrator is a full-time, permanent position with the 4 C's Daycare. The Administrator is responsible for the overall general office administration of the 4 C's Daycare and is the front-line staff who greets clients, community members and guests.

### PREFERRED QUALIFICATIONS

1. High school diploma or GED equivalent.
2. Diploma / Certificate in Administration or equivalent preferred.
3. Minimum 1 year of administration experience required.
4. Knowledge of Child Care Early Years Act, 2014.
5. Experience in a Daycare setting.
6. Must pass Criminal record Check with Vulnerable Sector Check.
7. Must have current First Aide certificate.
8. Must successfully pass a medical exam every 2 years.
9. Must have up to date immunizations.
10. Computer skills
11. Good organizational skills
12. Planning and time management skills
13. Communication skills.
14. Bookkeeping skills and ability to prepare reports.

Applications will be accepted until 3:30 p.m. CDT, September 4<sup>th</sup>, 2020. Applications should include resume, cover letter and three (3) employment related references (one of which must be from a current or recent supervisor) with permission to contact these references.

Please submit application to:

Amanda French  
Human Resource Manager  
Couchiching First Nation  
RMB 2027, RR2  
Fort Frances, Ontario  
P9A 3M3  
Email: [cfnhr@vianet.ca](mailto:cfnhr@vianet.ca)  
Fax: (807)274-6458

*All late applications will be returned unopened.*

*CFN welcomes applicants from people with disabilities. A modified space is available upon request for candidates taking part in all aspects of the selection process.*

*For a complete Job Description, contact Amanda French at 274-3228.*