

Swan River Day Care Centre Inc.



439 Westwood Road, Swan River Manitoba - Tel. 204.734.3260 - Email srdc@mymts.net

EMPLOYMENT OPPORTUNITY

Assistant Director – 15 Month Term Position

SRDC is looking for an energetic and dedicated professional to fill an Assistant Director position. This position is a full time 15 month term. The successful candidate will be required to fulfill all the duties assigned by the Director. Be a positive role model for staff, children and parents. This position will be supporting the Director with various aspects of their roles.

- Update children / staff information**
- Maintain staff and children's schedules**
- Parent orientations**
- Assume position of acting Director when Director is absent**
- Additional duties as assigned**

Criminal record and child abuse checks required

Please send resumes, including references to the attention of

Swan River Day Care Centre

Box 1659 Swan River, Manitoba R0L 1Z0

by Friday, September 20th, 2019