



Preschool Assistant - Term Position

POSITION SUMMARY

Nutrien Wonderhub is seeking a passionate and dynamic Preschool Assistant to join our Education Team. The Preschool Assistant will report to the Education Manager, and play a pivotal role in supporting interactive, playful, and engaging experiences for our Wonderhub preschool program. They will foster a love for learning, exploration, and creativity in children and families. This position will support the Wonderhub Preschool pilot program.

Wonderhub's Preschool pilot program will run from January 6 - June 27, 2025. This position will begin in December 2024, to allow time for training.

KEY AREAS OF RESPONSIBILITY

1. Program Planning and Preparation

- Provides classroom support, assisting the Preschool Leader in implementing educational activities.
- Helps set-up, prepare, and organize materials for various learning activities.
- Helps maintain a clean, organized, and welcoming classroom environment, ensuring that materials are safe, accessible, and organized.

2. Program Facilitation and Delivery

- Monitors and actively supervises children during classroom activities, museum exploration, outdoor play, and snacks to ensure their safety and well-being.
- Engages in playful learning alongside children, guiding and mentoring their development.
- Supports positive behavior and social skills among children by promoting respectful interactions and age-appropriate conflict resolution strategies.

3. Program Evaluation

- Maintains open communication with the preschool leader and education manager.
- Communicates with parents and guardians with respect and empathy.
- Assists with record keeping by documenting children's progress, behaviors, and developmental milestones, and contributes to reports as required.

4. Other

- Attends staff meetings, training sessions, and workshops as required to enhance skills and knowledge related to early childhood education.
- Is a helpful, positive, and engaged member of Wonderhub's team.
- Performs all duties and responsibilities in a manner consistent with the museum's mission, vision, and values.
- Performs other related duties as assigned.

QUALIFICATIONS & SKILLS

- High school diploma or equivalent; additional coursework in early childhood education, educational assistant or a related field is considered an asset.
- One year of relevant experience working with children aged three to five.
- Ability to actively supervise and engage large groups of children.
- Strong communication and interpersonal skills.
- Patience, empathy, and a genuine passion for working with young children.
- Ability to work collaboratively in a team environment.
- Basic knowledge of child development principles.
- Enthusiasm for hands-on, experiential learning.
- Interest or expertise in the area(s) of heritage, art, history, culture, science, and/or education.
- Excellent time management skills and ability to work both independently and with a team.
- Willingness to continually learn and adapt to challenges and differing perspectives.
- Commitment to inclusion, diversity, and equity.

OTHER CONSIDERATIONS

- Current Criminal Record and Vulnerable Sector Check required upon offer of employment.
- First Aid training is required for this position and can be provided if the candidate does not have current certification.
- Must be comfortable working in an environment that is, at times, noisy and crowded.
- Must be prepared to work indoor and outdoor shifts during all seasons.
- Must be available during preschool operating hours, Monday-Friday, 8 AM-12 PM (following the Saskatoon Public School Calendar).
- Ability to be on your feet and moving about the museum for the majority of your shift.
- Ability to lift a small child if needed (~40lbs).

REPORTING

This position will report to the Education Manager.

COMPENSATION

- Salary: \$18.00 - \$22.00 hourly (target midpoint of \$20.00), depending on experience.
- Complimentary family membership to the museum

LOCATION

This term position is part-time (up to 20 hours/week) and will work in-person at Nutrien Wonderhub. Nutrien Wonderhub is located at 950 Spadina Crescent East, Saskatoon, SK.

The anticipated schedule is 8:00 AM to 12:00 PM, Monday through Friday, from January 6 to June 27, 2025. Wonderhub Preschool will follow the Saskatoon Public School Division Calendar, with no preschool scheduled during school breaks accordingly. Additional training hours will be added in December, based on discussion with the Education Manager.

WHO WE ARE

Our mission is to bring children and families together to create, learn, play, and explore without boundaries.

Our vision is to expand possibilities for children; building a brighter future for our community.

We are Saskatchewan's only children's museum. In June 2019, we opened our doors at our new home in the historic Mendel Building, located on the banks of the South Saskatchewan River. Since opening we have brought thousands of visitors and participants together to experience our educational programming and engaging environment that fosters learning through that is rooted in play and exploration.

Our interactive exhibits and engaging programs provide creative and educational experiences for children and families. A walk through the museum reveals a flowing space that is comfortable, exciting, and welcoming of all people. From the ethereal northern lights that grace the heights of the facility's main gallery to the fan-favourite, whimsical fiber-art climbing structure, you'll discover nooks for high-energy activity and crannies for quiet, thoughtful creation and play. Our exhibits provide endless opportunities to explore the wonderful ways science, technology, engineering, art, and math interact. The museum draws visitors from across the province, and beyond, and is integral to the cultural fabric of Saskatchewan.

Located on Treaty 6 Territory and the Homeland of the Métis, we are Saskatchewan's only children's museum and in 2023-24 we anticipate more than 120,000 visits. As a non-profit organization, we rely on daily admissions, memberships, programming fees, and vital community support to fund our programs and operations. This is an exciting time to join Wonderhub as the museum is embarking on a new strategic plan (2023-2026), building on our strengths and preparing for our next phase of growth and organizational development.

For more information about Nutrien Wonderhub, please visit: www.wonderhub.ca.

FOR MORE INFORMATION ABOUT THIS OPPORTUNITY, PLEASE CONTACT:

Zoe Arnold, Education Manager
306-249-3574 ext. 223
zoe.arnold@wonderhub.ca

TO APPLY, PLEASE SUBMIT A COVER LETTER AND RESUME BY DECEMBER 9, 2024 TO:

zoe.arnold@wonderhub.ca

Nutrien Wonderhub offers an inclusive workplace that embraces diverse backgrounds and commits to diversity, equity, and inclusion.

We thank all applicants for their interest, however, only those candidates selected for an interview will be contacted.