



Seeking Program Coordinator/Early Childhood Educator (ECE/ ECE IT)

Join our team at Wild Wapiti Playschool Society!

Wild Wapiti Playschool Society is seeking a Program Coordinator to join our non-profit group child care centre serving children aged 1-5 in downtown Fernie, BC.

We are looking for an organized, passionate, and dedicated individual to join our team in a **blended role**—primarily working as a classroom educator, with dedicated office time each month to support program coordination and administrative responsibilities. An Early Childhood Educator with Infant/Toddler certification (ECE-IT) is strongly preferred, enabling support across all age groups within the centre.

Inspired by our small mountain town, we nurture a spirit of play, collaboration, kindness, independence, and sustainability in every child. We are committed to creating a supportive, engaging workplace where educators feel valued in their daily work and encouraged in their ongoing professional growth.

About the Role

The Program Coordinator plays a key role in supporting both the classroom and the broader program. While primarily based in the classroom, this position includes dedicated time for coordination tasks that help ensure the centre runs smoothly and effectively.

Working collaboratively with educators and leadership, the Program Coordinator will:

- Support weekly and monthly program planning
- Enhance and organize classroom environments and materials
- Assist with program development and continuous improvement
- Plan and coordinate special events and outings
- Build and foster relationships with local organizations in our community
- Support centre-wide communication, including calendars, newsletters, and social media
- Help foster a positive, confident, and inspired team environment

Ideal Start Date: June 15, 2026

Application Deadline: May 8, 2026



Who you are:

- You are a supportive leader and team player who enjoys collaborating with educators and helping teams work effectively together
- You are a strong communicator with both adults and children
- You are organized, proactive, and able to manage multiple tasks and systems smoothly
- You are able to problem-solve and adapt in a dynamic childcare environment
- You are creative and enthusiastic about child-led, play-based learning
- You value curiosity, community, kindness, independence, and sustainability
- You are passionate about supporting educators and creating engaging learning environments for children
- You have your ECE or ECE IT certificate
- Ideally, your CPR and First Aid Certification are up to date

Who we are:

- At Wild Wapiti Playschool, we nurture our kids' curious minds and kind hearts through child-led play-based learning, positive reinforcement and role-modeling
- We celebrate each other's uniqueness and support each child to grow, learn and discover in their own style
- Wild Wapiti Playschool is a safe and stimulating environment that provides opportunities promoting each child's independence, and sense of worth and belonging to both our group and local community
- We ground our learning by exploring our local and natural environments, and where possible encourage nature-based outside play and experiences with natural materials.
- We believe each child is uniquely valuable, and must be treated with respect and dignity by other children, and by all adults within our community
- We value our educators by providing livable wages and continuous learning opportunities and professional development. We know that the knowledgeable, engaged and empowered staff will make meaningful and lasting impressions on each child



How we value our team:

- \$28.50-\$30.50/hr plus \$3/hr CBT wage enhancement, if eligible and approved, plus annual minimum 2% wage increases
- 3 weeks vacation (prorated)
- Flexible health spending account or RRSP contributions
- Housing allowance
- 10 paid sick days (prorated)
- Each class is planned to have an additional support staff during key times of the day
- Opportunities for professional development and team building
- Support to secure housing is available through our strong local network

If you are keen to join our Wild Wapiti Playschool community, please submit your cover letter and resume to manager@wildwapitiplayschool.ca. Review of applications will begin after the application deadline.

To learn more about Wild Wapiti Playschool Society visit www.wildwapitiplayschool.ca