



**Position:** **PROGRAM COORDINATOR**

*This position oversees the George Street Preschool and Toddler Programs. The Program Coordinator is accountable for the provision of a nurturing and developmentally appropriate early learning and care environment to meet the needs of children in a group setting. The Program Coordinator supervises group staff, students and volunteers and works in cooperation with parents, the school and partners within the program. Accountable for implementing regulatory requirements of the CCEYA 2014 and Code of Ethics and Standards of Practice of CECE.*

**Union/Management:** Permanent, full time, unionized position

**Salary:** \$48,848.80 - \$58,312.80 per annum

**Location:** George Street Child Care Centre, 195 George Street, Ottawa, ON, K1N 5W6

**Responsibilities:** Supervises teachers, students and support staff; schedules work and assigns responsibilities; chairs group staff meetings; participates in staff hiring and dismissal; evaluates teachers and support staff; orients and trains staff and others; facilitates communication among group staff; arranges for replacement staff as needed; acts as teaching role model and provides leadership to the teaching team.

Advises, consults and assists staff in planning and implementing the daily program of activities; prepares appropriate materials and equipment and sets up areas for planned activities; provides a safe, flexible and stimulating environment which facilitates early learning; provides a welcoming and nurturing environment by demonstrating ongoing affection, acceptance and support of each child; guides and assists children in activities, routines and transition times; teaches appropriate behaviours and skills through modelling, counselling, mediating, observing, questioning, demonstrating and reinforcing; implements therapy suggestions as required.

Oversees the progress of the children and the group; ensures recording of observations and assessments on children's progress and behaviour; recommends program and teaching modifications to meet special needs and reviews progress monthly; follows assessment and referral process; writes behavioural and developmental reports; chairs program evaluation meetings

Attends to physical needs of children; instructs and assists in developing self-help skills such as washing, dressing, toileting, and eating, as necessary; attends to diapering needs; feeds children and ensures special dietary requirements are met; ensures children are clean, dry and dressed appropriately; oversees food for snacks.

Monitors the health and safety of the group; ensures that the group maintains standards set by the Child Care and Early Years Act to meet licensing requirements; participates in annual health and safety inspection; refers health and safety concerns to the Group Program Manager and makes recommendations for change; records and reports accidents and serious occurrences; isolates ill children and makes arrangement for notification of parents and

supervision of child; delegates responsibility for the administration of medication; makes arrangements for alternate pick up of late children; cleans and disinfects toys and activity areas and carries out other program related housekeeping duties; secures building and grounds at the end of day; oversees general maintenance and repairs

Ensures positive communication with families through regular verbal and written contact regarding program, children's progress, opportunities for involvement, special concerns and family needs; conducts parent/teacher interviews, case conferences as required; organizes parent education workshops; coordinates communication with prospective clients; interviews prospective clients and completes intake and orientation procedures.

Prepares and produces written documents to meet program information and communication needs; Administers group documentation and equipment and supplies budget; monitors budget and maintains petty cash; updates schedules and timetables regularly; designs documents for group use; maintains children's attendance records, emergency information and the daily log book; collects medication information from parents and informs staff; verifies staff time sheets; develops prioritized list of equipment and supplies; administers and monitors group equipment and supplies; orders/purchases equipment and supplies with approval; assumes delegated responsibilities of the Group Program Manager in her absence; makes arrangements for field trips and special events; participates in Head Teacher meetings; keeps Program Manager and Executive Director informed of pertinent information; answers and returns phone calls; provides mail and fax services.

Ensures staff remain current and knowledgeable; makes recommendations for in-service training; advises manager of professional development needs of staff; maintains own knowledge through professional development  
Respects confidentiality and relates to parents, children and other staff members in a professional and ethical manner  
Other related duties as may be assigned by the Program Manager.

**Qualifications:**

Early Childhood Education diploma or degree from a recognized college or university or other equivalent educational qualifications

RECE in good standing with the CECE

Clear Police Record Check (Vulnerable sector) completed in the last 6 months

Current Standard First Aid and CPR certification

Minimum of five years experience in a group child care program or a Kindergarten/School age programs with demonstrated experience in a school age child care program required

Strong organizational and administrative skills

Good interpersonal skills

Proven ability to work closely with other team members

Sensitivity and respect for individual and cultural differences

Adequate energy level and ability to meet the physical demands of the job

An additional language would be an asset

**Hours of Work:**

35 hours per week

**Available from:**

**December 17<sup>th</sup>, 2018 - TBC**

**Apply:**

E-mail: [hrrecruiting@afchildrensservices.ca](mailto:hrrecruiting@afchildrensservices.ca)

**Closing date:**

**November 21, 2018**

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

We are an equal opportunity employer.

Should the applicant require any accommodations during the application process please notify Human Resources at [hrrecruiting@afchildrensservices.ca](mailto:hrrecruiting@afchildrensservices.ca)