



Program Coordinator

Permanent · Full-Time · Unionized

Andrew Fleck Children's Services is looking to hire a Program Coordinator. In this role you will coordinate the provision of nurturing care and developmentally appropriate education to meet the needs of children in a group setting within a safe and healthy environment, through supervision of group staff, students and volunteers and in co-operation with parents and other groups within the program.

Available from: February 1st, 2021
Salary: \$27.24 to \$32.52 per hour
Hours: 35 hours per week, flexible shifts between 7:00 am & 6:00 pm
Location: Colonel By Child Care Centre, 1125 Colonel By Drive, Ottawa, ON
Closing date: January 4th, 2021
Apply: E-mail: hrrecruiting@afchildrensservices.ca

What Andrew Fleck Children's Services offers...

- ✓ Competitive salary and comprehensive benefits package
- ✓ A unique culture that fosters leadership, responsiveness, communication, and teamwork
- ✓ A place where your opinions will be respected, and your contributions valued
- ✓ A chance to grow – personally and professionally – through our comprehensive orientation program, on the job learning, and in-house and external training
- ✓ A strong commitment to equity and diversity in the workplace and community

In this role you will...

- ✓ Supervise teachers, students and support staff; schedule work and assign responsibilities
- ✓ Advise, consult and assist staff in planning and implementing the daily program of activities
- ✓ Oversee the progress of the children and the group; ensure recording of observations and assessments on children's progress and behaviour
- ✓ Attend to physical needs of children; instruct and assist in developing self-help skills
- ✓ Monitor health and safety of the group; ensure that the group maintains standards set by the Child Care and Early Years Act to meet licensing requirements
- ✓ Ensure positive communication with families through regular verbal and written contact
- ✓ Prepare and produce written documents to meet program information and communication needs
- ✓ Ensure staff remain current and knowledgeable

To qualify for this role you have...

- ✓ 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

We are an equal opportunity employer. We thank all applicants for their interest; however only those selected for an interview will be contacted. Should the applicant require any accommodations during the application process please notify Human Resources at hrrecruiting@afchildrensservices.ca

APPLY TODAY!