



Program Coordinator, Early Learning & Child Care Centre

Permanent · Full-Time · Unionized

This is a unique opportunity to join an agency with 18 early learning and childcare centers and collaborate with a large team of Program Coordinators, who lead our centres. This team works together on enhancing and strengthening the delivery of early learning and care services at our centres. As the Program Coordinator at the Stittsville Child Care, you will be accountable for the day-to-day operations of the centre, including: enrolment, staffing, training and development, employee relations, and parent relations. We are looking for a leader who is passionate about quality early learning and building family relationships.

If you have leadership experience in the early learning and care sector, strong knowledge of licensed child care, and you believe in an employment model where all employees have a voice, a model that begins with engaged and competent educator teams leading the delivery of services, then this may be the opportunity for you. Join an innovative team with a collective knowledge of all early learning and care experiences. A team inspired by growth and quality execution of our services, so every child has the opportunity to thrive.

Confirmation of full vaccination for COVID-19 is a requirement of employment with Andrew Fleck Children's Services

Available from: December 5th, 2022
Salary: \$27.92 to \$33.34 per hour; \$50,814.40 to \$60,678.80 annually
Hours: 35 hours per week
Location: Stittsville Program, 40 Granite Ridge Drive
Closing date: November 25th, 2022
Job ID #: 17-08-0922
Apply: E-mail a copy of your resume to hrrecruiting@afchildrensservices.ca and include the Job ID # in the subject line.

About the Stittsville Child Care Program

The Stittsville Program offers full day toddler and preschool programs, nearby nature programs, and before and/or after kindergarten, and school age programs.

What Andrew Fleck Children's Services offers...

- ✓ Competitive salary
- ✓ Comprehensive benefits package including 4 weeks of vacation, Health and Dental plan, Employer matching RRSP program at 6% of salary
- ✓ A unique culture that fosters leadership, responsiveness, communication, and teamwork
- ✓ A place where your opinions will be respected, and your contributions valued
- ✓ Opportunity to work with a multiservice, multisite early Learning and Care Agency with over 19 locations including forest programs and intergenerational child care models
- ✓ Opportunity to collaborate and work alongside a team of Program Coordinators
- ✓ A chance to grow – personally and professionally – through workshops, mentorship programs and courses, to upgrade skills, and develop new areas of expertise
- ✓ Participate in career development opportunities for a variety of different position types available within the AFCS organization
- ✓ A strong commitment to equity and diversity in the workplace and community

In this role you will...

- ✓ Supervise and provide leadership to RECEs, ECE Assistants, students and other support staff
- ✓ Lead, guide and support the early learning education team with strategies and resources to ensure full participation of all children, considering ability, cultural and linguistic, diversity and Indigenous identity so that all children have opportunities for engagement, exploration and expression.
- ✓ Work with the Program Director to ensure the implementation of a philosophy of early learning and care at the centre is aligned with AFCS philosophy and vision, current pedagogical approaches, and the strategic priorities of the Agency.
- ✓ Coach and support employee performance and development with individual annual work plans and goals
- ✓ 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
- ✓ Attend monthly team meetings with the PC group
- ✓ Ensure positive communication with families through regular verbal and written contact
- ✓ 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
- ✓ Demonstrated Leadership skills in Early Learning and Care environments
- ✓ Strong organizational and administrative skills
- ✓ Strong 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!