



Assistant Program Coordinator

Temporary · Full-Time · Unionized

Andrew Fleck Children's Services is looking to hire an Assistant Program Coordinator. Under the guidance of the Program Coordinator, you will coordinate training/coaching and mentoring, monitor and support the centre's CCEYA compliance, and assist with staff supervision to ensure the provision of nurturing child care in cooperation with parents, colleagues, and community professionals. As Assistant Program Coordinator you will offer an inclusive and responsive, high quality early learning environment that is developmentally appropriate, safe and meets the needs of the children in care.

Available from: July 28th, 2025 to January 30th, 2026
Salary: \$30.17 to \$32.67 per hour
Hours: 35 hours per week, 7 hours per day, Shifts between 7:15 am to 5:30 pm
Location: Hopewell Child Care Program, 17 Hopewell Ave, Ottawa, ON
Closing date: July 7th, 2025
Apply: E-mail: hrrecruiting@afchildrensservices.ca

What Andrew Fleck Children's Services offers...

- ✓ Competitive salary
- ✓ Comprehensive benefits package including 3 weeks of vacation & Benefits plan through Canada Life
- ✓ 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 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...

- ✓ Inspire and coach pedagogy with the educator team and facilitate pedagogical conversations
- ✓ Coordinate and implement onboarding and orientation of all new staff within the team
- ✓ Schedule work and assign responsibilities; arrange for replacement staff as needed
- ✓ Provide leadership and assist with planning, developing and implementing an inclusive, play-based, developmentally appropriate program for the children
- ✓ Oversee the general progress of children and ensure that the educator team is implementing program plans
- ✓ Ensure compliance with CCEYA requirements
- ✓ Ensure positive communication with families through regular verbal and written contact
- ✓ Demonstrates knowledge of child development and application about methods of observation, documentation and assessment to support individual and group learning
- ✓ Ensure the ongoing administration and coordination of the program's activities
- ✓ Prepare and produce written documents to meet program information and communication needs

To qualify for this role you have...

- ✓ RECE in good standing with the CECE
- ✓ Candidate of Program Coordinator Mentorship Program
- ✓ Negative Vulnerable Sector Check, current in the last 6 months
- ✓ Demonstrates strong pedagogical and child development knowledge
- ✓ Minimum of 3 years of experience working with children in a group setting
- ✓ Proficient with Microsoft Office
- ✓ Proven ability to work closely with other team members
- ✓ Must be able to work outdoors for at least two (2) hours per day – including during cold, snow, rain, hot and humid weather
- ✓ Sensitivity and respect for individual and cultural differences
- ✓ Commitment to social inclusion
- ✓ Well developed skills in areas such as leadership, communication, organization, assessment and team work
- ✓ Adequate energy level and ability to meet the physical demands of the job. Job requires frequent lifting up to 20lbs as well as bending, kneeling and crouching

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!

