



## Program Coordinator, Early Learning & Child Care Centre

Permanent · Full-Time · Unionized

Andrew Fleck Children's Services is hiring a Program Coordinator for our Colonel By Child Care Program! This is a unique opportunity to join our growing child care agency and to collaborate and work with a large team of Program Coordinators; a team that works together to enhance and strengthen the delivery of our child care services. As Program Coordinator, you will be responsible for the day-to-day operations of the centre, including: enrolment, staffing, training and development, employee relations, and parent relations.

We are looking for someone who has leadership experience in the early learning & child care sector, strong knowledge of licensed child care, believes in an employment model where all employees have a voice, and is committed to fostering a positive and inclusive work environment. Apply today to join our innovative team – a team inspired by growth and quality execution of our services, and committed to providing opportunities for every child to thrive!

**Available from:** July 14<sup>th</sup>, 2205  
**Salary:** \$28.69 to \$34.26 per hour; \$52,215.80.40 to \$62,353.20 annually  
**Hours:** 35 hours per week  
**Location:** Colonel By Child Care Program, 1125 Colonel By Drive, Ottawa, ON  
**Closing date:** June 10<sup>th</sup>, 2025  
**Apply:** E-mail a copy of your resume to [hrrecruiting@afchildrensservices.ca](mailto:hrrecruiting@afchildrensservices.ca)

### About the Colonel By Child Care Program

Colonel By Child Care Centre is located on the Carleton University campus and provides child care for families currently connected with Carleton University (current students, faculty and employees). On rare occasions, we may have a space for a community family. We offer a full day infant program for children under 18 months, as well as a full day toddler program for children ages 18 months to 2.5. Finally, we offer a full day preschool program for children between the ages of 2.5 and 5 years old. Our program promotes inquiry-based learning by reflecting on the interests and ideas of the children as well as the Educators. Our Early Childhood Educators plan the environment to guide the children's learning, enhance their knowledge and meet their individual development needs. We provide a supportive environment that encourages positive social interactions and an understanding of each child's uniqueness.

### 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](mailto:hrrecruiting@afchildrensservices.ca)*

