



Program Coordinator

Licensed Shelter Programs
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.

ABOUT THE LICENSED WOMEN'S SHELTER RESPITE CHILD CARE PROGRAMS

The Licensed Shelter Respite Child Care Program offers mothers residing in the shelter, temporary child care for their child or children. This program is designed to support mothers who may need to attend appointments, meet with shelter staff or for respite care. The program offers on site licensed child care for children up to the age of 12 years old, in a safe, caring and stimulating environment.

Available from:	March 30 th , 2026
Salary:	\$31.03 to \$37.07 per hour, (Annual- \$60,508.50 to \$72,286.50) + 6% RRSP Compensation Includes: 4 weeks of vacation annually, Health and Dental, Paid sick leave, 2 personal days, Special leave
Hours:	37.5 hours per week, 7.5 hours per day, Shifts between 7:15am and 5:30pm
Location:	Licensed Shelter Programs
Closing date:	March 19 th , 2026
Apply:	E-mail: hrrecruiting@afchildrensservices.ca

What Andrew Fleck Children's Services offers...

- ✓ Competitive salary above market rate
- ✓ Comprehensive benefits package including 4 weeks of vacation, Health and Dental plan, Employer matching RRSP program at 6% of salary
- ✓ 18 days of sick leave per year and 9 days of special leave, including 2 personal days
- ✓ 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...

- ✓ 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
- ✓ Valid Drivers License and access to a car
- ✓ 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
- ✓ Bilingualism (French and English) 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!