

Kiwassa Longhouse Out of School Coordinator August 2021

SUMMARY

This position plans and directs the program of an inclusive Out of School Care Centre, supervises three part-time staff, and reports to the Childcare Director. The coordinator is accountable for the care of the children, supervision of staff, and have responsibility for daily operations of the centre, including, but not limited to:

- Staff hiring, scheduling, training and development;
- Maintaining positive and professional relationships with employees, families, external consultants, landlord, and other staff in the organization;
- Coordinating, monitoring and role-modelling the provision of a nurturing, inclusive and developmentally appropriate childcare program to meet the needs of school-aged children in a group setting within a safe and healthy environment;
- Planning and implementing activities and experiences for individual and group needs of all children within a consistent child-centered program environment;
- Following policies and procedures of the organization and the Childcare Department;
- Maintaining and completing administrative tasks in an accurate manner and within prescribed timelines, including staff scheduling, incident reports, files, inventory, supply ordering;
- Following licensing regulations and Kiwassa's policy/procedures;
- Managing the program budget, paying bills and assisting with registration.
- This position will be directly responsible for ensuring that CCFL licensing standards are met at all times.

Qualifications:

- Minimum requirement: Responsible Adult certificate/training; preference given to those with a higher level of training in child development or related field;
- Minimum five years' experience in a similar or related environment;
- Minimum three years' experience supporting children with specific inclusion needs;
- Current First Aid Certificate;
- Strong abilities and experience in team leadership and staff supervision – minimum one year experience as a leader in a similar environment;
- Proven ability to work effectively with diverse populations;
- Excellent communication, writing, planning, computer skills and problem solving abilities;
- Knowledge of community resources;
- Class 4 driver's license, or willingness to obtain immediately.

Remuneration: \$24 - \$27/hr, plus an excellent benefit package, including four weeks' vacation

This position offers an excellent extended health plan, sick days, professional development days and funding, four weeks' paid vacation, and an annual RRSP contribution.

Hours: 29 – 35 hours/week, including some morning shifts (7:30 – 9:30 am) and all afternoon shifts (2:00 – 6:00 pm).

Closing Date: August 26, 2021

Interested candidates are requested to submit their cover letters, with resumes, to: childcare@kiwassa.ca

We thank all applicants for their interest; however, only shortlisted applicants will be contacted.