



## Child Care Coordinator

### Job Posting

#### **Position Summary**

The Child Care Centre Coordinator responsible for the development, effective and efficient operation of the NHCS Child Care Centre's within the established policy, procedures, outcomes and resources of the organization. The Coordinator works in partnership with another Child Care Coordinator and the leadership team to ensure a physically safe and emotionally supportive environment that is sensitive to the individual needs of the child, the group as a whole, the staff and families.

#### **Qualifications**

The qualifications for the Program Coordinator position are as follows:

1. Educational Requirements;
  - a) University degree or college diploma in a field of early childhood education, child development, family studies or a related field.
  - b) Current First Aid and CPR Certificate
2. Knowledge and skill requirements;
  - a) Supervisory experience.
  - b) Experience in the field of early childhood education.
  - c) Knowledge and skill to provide professional expertise and guidance to staff and volunteers.
  - d) Experience in program planning, development and evaluation.
  - e) Ability to balance demands/priorities and manage effectively.
  - f) Ability to be a positive role model to program staff.
3. Competencies and judgement. Demonstrated competence and good judgement to:
  - a) Handle emergencies, crisis, and hostile behaviour.
  - b) Maintain control in difficult and frustrating situations.
  - c) Use professional judgement on a daily basis within guidelines established by provincial legislation and established policies and procedures.
  - d) Provide support and supervision to staff members.
  - e) Accommodate competing demands.
  - f) Communicate orally and in writing to parents, staff, community agencies and the public.
  - g) Maintain confidentiality

#### **Employment Conditions**

The employment conditions of the Program Coordinator include the following:

- a) Valid Ontario Driver's License and reliable car.
- b) Successful Vulnerable Sector Criminal Reference Check
- c) Successful Children's Aid Society Check.
- d) Must be a member in good standing with the College of Early Childhood Educators.
- e) Ability to work between the hours of 7:30 am to 5:30 pm Monday to Friday.
- f) NHCS reserves the right to limit the notice entitlement upon termination to the minimum standards of the Employment Standards Act.

#### **Terms**

Full-time position 40 hours/wk, benefit package available after 30 days. Probation wage is \$28.78/hr (including GOG/WEG)

For more information on this position or to send resume and cover letter please reference the Child Care Coordinator position attention to Jessica Anderson, Executive Director at [careers@nhcs.ca](mailto:careers@nhcs.ca) by 4:30PM November 5<sup>th</sup> c/o North Hastings Children's Services, 20 Hastings Heritage Way, Bancroft ON K0L 1C0.

*North Hastings Children's Services welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.*

