

## BEFORE & AFTER CARE COORDINATOR

### POSITION SUMMARY:

The Child Care Coordinator assumes responsibility for the day-to-day operation of the Child Care Centre. The Coordinator is responsible for program planning, working effectively with staff, working with families and children, connecting with the community, mentoring students and administrative responsibilities related to the day-to-day operation of the Child Care Centre. The Coordinator is responsible for providing leadership in keeping with the philosophy of the Project One Love Inc. Child Care Program within the partnered schools as well as for quality client service to foster student success.

### MAJOR RESPONSIBILITIES/DUTIES:

#### Administration:

1. Assist the Director with the development and monitoring of the Child Care Centre's budget.
2. Prepare purchase orders and other school forms ensuring that appropriate procedures and approvals are followed up to the standards set forth.
3. Ensure that adequate records are maintained and compiled for the Leader so that they can report to state agencies.
4. Maintain provincial standards.
5. Coordinate the use of the Program as practicum by Early Learning and Child Care students.
6. Maintain a safe and healthy environment for children and to create a relaxing and welcoming atmosphere.
7. Regularly contact, and act as a resource for, parents and caregivers.
8. Encourage parental involvement in the Child Care Centre.

### PROGRAM DEVELOPMENT, PLANNING and IMPLEMENTATION:

1. Plan and implement a program that reflects the philosophy of the Project One Love Inc. Child Care Program.
2. Coordinate the programming of the child care program with the Early Learning and Child Care curriculum.
3. Ensure that records are kept on all children in the program.

### STAFF SUPERVISION:

1. Manage caregiver resources effectively to ensure that they work as members of a team, have input into planning and have opportunities for improving their professional skills.
2. Provide coverage for absent Child Care Givers when required.
3. Conduct staff meetings at least once a week and to support professional development.
4. Provide support & direction to caregivers regarding child development and professionalism.
5. Provide feedback and input to the Director for annual appraisals on each caregiver and all other Centre employees.
6. Assist the Coordinator with the hiring process and help make recommendations on staffing.
7. To be aware of, administer and comply with school personnel policies and collective agreement provisions and guidelines.

Continue on Pg.2 (Below)

**BEFORE & AFTER CARE COORDINATOR (Continued)****PUBLIC RELATIONS:**

1. Promote a positive image of the Child Care Program to the public.
2. Maintain adequate liaison with the appropriate agencies, professional associations and other child care programs in the city.
3. The Coordinator is responsible for liaison with state agencies, families, care givers, appropriate faculty members, sponsoring agencies, etc.
4. Be knowledgeable, informed, and current on child care philosophy.
5. Maintain good relations and liaison with school departments (i.e. maintenance, administrative, education, community partners, etc.).

**REQUIREMENTS/QUALIFICATIONS:**

- > Preferred Associates degree in Child Development, Early Childhood Education or equivalent (60 college credits with 30 hours in ECE).
- > 3-5 years' experience working in the child care profession
- > Current Criminal Record Check and Drug test
- > Infant/Child First Aid & Universal Precautions
- > Excellent communication, presentation, and interpersonal skills
- > Excellent organizational skills and initiative
- > Creative problem solving skills

**PERFORMANCE COMPETENCIES AND CRITERIA:**

- > Demonstrated ability to set and meet goals evaluated through ongoing and annual supervisory feedback and achievement of business plan objectives and agreed upon professional/personal goals.
- > Demonstrated ability to make informed decisions and to follow through on decisions made.
- > Demonstrated knowledge of the profession and ability to apply that knowledge in the Program.
- > Demonstrated effective communication and interpersonal skills to be evaluated through staff and client feedback on an ongoing and annual basis.
- > Demonstrated teamwork with internal and external contacts - being able to work collaboratively with others in a participative environment to be evaluated through peer feedback on an ongoing and annual basis.
- > Demonstrated organizational abilities to be evaluated by maintaining necessary documentation and providing reports to supervisor for agreed upon intervals as well as keeping hard copy and electronic files in an orderly fashion.
- > Demonstrated ability to be tactful - being respectful and polite when dealing with people; and being able to appropriately deal with people in difficult situations to be evaluated through client feedback on an ongoing and annual basis.