

EMPLOYMENT OPPORTUNITY

# Child Care Program Coordinator

Part-Time / Permanent



[www.draytonvalley.ca](http://www.draytonvalley.ca)



[HR@draytonvalley.ca](mailto:HR@draytonvalley.ca)

## Qualifications / Experience

- Level II or III Early Childhood Educator Certification
- Experience in a licensed childcare facility or day home would be an asset.
- First Aid in Child Care Certificate
- Criminal Record Check
- Child Welfare Check
- The successful applicant must be a motivated self-starter who is able to work autonomously, with strong organizational skills and communication skills.
- Strong background and knowledge in the development needs of children and program development and implementation.
- Above average computer experience/skills are an asset.
- Excellent ability to multi-task and handle pressure.

## APPLICATION DETAILS

Please submit a cover letter and resume clearly outlining your education, experience, and qualifications as they relate to this position and submit via email to [HR@draytonvalley.ca](mailto:HR@draytonvalley.ca)

Applications can also be mailed to or dropped off at:  
Attention: Human Resources  
Town of Drayton Valley  
5120-52 Street, Box 6837  
Drayton Valley, AB T7A 1A1



## ABOUT THE ROLE

The Town of Drayton Valley is seeking a candidate for a Childcare Program Coordinator position. Your assistance will be needed in bringing together a shared vision to aid in the development of a program to meet the needs of the children within the program. You must possess exceptional organizational skills and a strong work ethic. A background in program implementation, planning strategies and a formed childcare philosophy would be an asset.

## POSITION DETAILS

The Childcare Program Coordinator is a permanent position. It is a part-time position working up to 40 hours per week and will work out of the Early Childhood Development Centre.

*The Town of Drayton Valley is an inclusive employer that values diversity and invites applications from all qualified individuals.*

*The Town of Drayton Valley strives to provide an accessible workplace for all, including throughout the application and selection process through reasonable access and accommodations. Should you require accommodation through any stage of the recruitment process, please email [hr@draytonvalley.ca](mailto:hr@draytonvalley.ca).*

*We thank all applicants in advance for their interest; however, only those selected for further consideration will be contacted. If you are unsuccessful, please accept our appreciation for your interest.*

**Applications will be accepted until:  
4:30 pm, on February 9, 2024.**

## **JOB DESCRIPTION**

**POSITION:** Child Care Program Coordinator  
**DEPARTMENT:** Community Services  
**REPORTS TO** ECDC Program Manager  
**JOB TYPE:** Child Care  
**LOCATION:** Early Childhood Development Center

### **GENERAL ACCOUNTABILITIES**

The Early Childhood Development Centre and is committed to providing a quality childcare program within the Centre. We are seeking candidates for Child Care Program Co-ordinator positions. These team leaders will share in our vision to provide childcare programming that addresses the full developmental potential of our children. You must desire to exceed our customer's needs and possess exceptional organizational skills and a strong work ethic. You must have a strong background in the program development and implementation, and community relations.

### **REPORTING RELATIONSHIPS**

This position reports to: ECDC Program Manager → Community Services Manager → General Manager Community Services & Recreation → Chief Administrative Officer

### **DUTIES & ESSENTIAL JOB FUNCTIONS**

The Child Care Program Coordinator serves to reinforce the following goals:

- To provide a nurturing environment for children.
- To foster a sense of self-worth in each child.
- To recognize the importance of the individuality of each child.
- To treat children with respect and understanding.
- To provide an environment that encourages and motivates on all levels: cognitive, social, emotional, and physical.
- To give the child optimum opportunity to experiment, explore and discover for him/herself as much as possible in the environment.
- To provide resources and guidance to parents that support the healthy development of their children.
- To reinforce the vision of optimum nutrition for every child.
- Develops and recommends new or modified programs; implements daily and weekly activities in a safe and positive learning environment in accordance with philosophy and

aims of the Early Childhood Development Centre.

- Plans weekly program activities in conjunction with Childcare program room partner and resource materials. Plans are posted for parents and administration to review.
- In consultation with program room partner, prepares all program activities including setting up and taking down playrooms and resource materials, as well as nutritional arrangements.
- Responsible for keeping playrooms in order and equipment in good condition.
- Assists children in completing activities, toileting, self-care skills and provides any instruction – educational, social and emotional as required.
- Supervises indoor and outdoor children's activities ensuring safe, fun and orderly performance.
- Administers any required first aid in accordance with safety and first aid standards.
- Informs the parents on an ongoing basis of the social, emotional, and physical development of the children.
- Plans and organizes special events including field trips and speakers as approved by the Program Manager.
- Attends staff meetings and parent-staff meetings as required. Reports/recommend improvements where applicable.
- Actively participate in Professional Development opportunities provided.
- Fulfills all duties required for daily maintenance in program room.
- Completes FLIGHT curriculum course and implements into daily programming.
- Supervises, supports and motivates other staff and volunteers that are in the program room.
- Plans and facilitates activities outdoors that promote growth and encourages mastery in development.
- Receives and escorts children to and from the Childcare Centre as required.
- Directs and guides the children according to policies outlined by the Program Manager in accordance with the Alberta Child and Family Services regulations.

- Recommends and consults with the Program Manager on any problems or difficulties in dealings with the children, other staff, and parents.
- Keeps current with educational trends in the early childhood field.
- Performs other related duties as assigned.
- Works in a safe manner, wears personal protective equipment if job requires it, and attends safety training.
- Report unsafe work conditions to Supervisor.
- Other duties as assigned.

### **QUALIFICATIONS AND EXPERIENCE**

Education: Level II or III Early Childhood Educator

Experience: Experience in a licensed childcare facility or day home would be an asset.

Certificates: Level II or III Certification

First Aid in Childcare Certificate

Criminal Record Check

Child Welfare Check

FLIGHT Framework course is an asset.

- The successful applicant must be a motivated self-starter who is able to work autonomously, with strong organizational skills and communication skills.
- Strong background and knowledge in the development needs of children and program development and implementation.
- Above average computer experience/skills are an asset.
- Excellent ability to multi-task and handle pressure.