

Job Description:

Program Coordinator, Strong Start Outreach

Job Summary:

The Program Coordinator delivers the day-to-day operations of the Strong Start Outreach Program to ensure that the goals and objectives of the program are met. The Program Coordinator provides planning, coordination and administration of the Strong Start Outreach program.

Reports to:

School Principal and District Principal of Curriculum and Programs

Key Duties and Responsibilities:

Program Management:

- Ensure that the programs and activities are developed and maintained in response to provincial guidelines, such as the Early Learning Framework
- Create a family-friendly, equal access environment that provides safety and security for children
- Maintain detailed, daily program statistics
- Record monthly and quarterly statistics for the school district and Ministry of Education
- Attend meetings that pertain to Strong Start, as required
- Work closely with and understand the requirements of the school personnel, the school district and Ministry of Education policy and procedures
- Develop and maintain positive working relationships with community partners
- Develop new outreach initiatives
- Meet with local Early Childhood Development staff on a regular basis for support and information exchange
- Promote the Strong Start program, as required
- Promote awareness of quality early learning and child care services
- Develop the program to address pre-literacy skills development
- Purchase supplies, as necessary
- Make budget recommendations

Service Delivery:

- Plan and facilitate the delivery of the program
- Set up and take down, as necessary, program materials and equipment
- Provide current early learning information to parents and community
- Respond to parent, family and community requests for information and resources

- Make referrals to community services, as needed
- Maintain confidentiality in all matters relating to children and parents except where law requires disclosure
- Encourage parents to volunteer within the program
- Encourage learning through skill development
- Respect parental and cultural values, goals, and expectations
- Promote, support and facilitate parent/child relationships
- Build on existing strengths of children and families
- Liaise with Queen Alexandra Foundation re children who require extra support

Qualifications:

- Diploma or Certificate in Early Childhood Education, including B.C. License to Practice
- Child Safe First Aid Certificate
- Criminal Record check, prior to hiring
- Valid B.C. Driver's License

Preferred candidate will have:

- A sound knowledge and understanding of historic and contemporary Aboriginal culture
- Sensitivity to issues facing Aboriginal communities
- Successful experience working with on-reserve Aboriginal families
- Ability to work effectively with a variety of parents, children, volunteers, professionals and community members
- Knowledge of child development, family dynamics, community resources and early learning
- Experience in a variety of Early Childhood Education settings, working with diverse populations
- Experience in creating, planning, implementing and budgeting for a parent participation early learning program
- Strong verbal and written communication skills
- Good organization and planning skills
- Knowledge of the socio-economic characteristics of the local community