



Job Posting: Children First Society

Outreach Program Coordinator

The Outreach Program Coordinator will be responsible for connecting with community partners and participants to develop outreach programs for young children 0-8 years of age and their families. Under the direction of the Executive Director the position will follow the policies of the board and various NWT Regulations to ensure quality drop in programs.

Experience and Qualifications

As an Outreach Program Coordinator, you have **experience and education in community programming**. Your experience in early learning for children will allow you to work with the program team to implement intentional practice following the interests and needs of the children to develop an exciting program. You are community minded and have a good connection with community members and organizations. The idea of helping young children to grow and develop in a positive way motivates you. You know about the new NWT Environmental health regulations, Food safe procedures and other requirements to allow you to carrying out policies and procedures established by the Board to ensure a safe environment for the children.

Personal Suitability

Working as a **dynamic team member your energy and creativity** helps you to play and guide the children in a developmentally appropriate program. Your compassion and understanding motivates you to build positive relationships with all the program children and their families. Your sound **work ethics** encourage you to be consistent and fair in a culturally diverse program. The **flexibility** you demonstrate is an asset to problem solving and conflict resolution with children and adults. Your dedication to children and their families motivates you to continue on in this demanding yet rewarding position.

Compensation

\$24.00 per hour

Part time position 30 hours per week

Duration: September 15, 2018 – March 31, 2019

Applications

Applications including cover letter and resume should be emailed to:

Children First Society

Attn: Preschool Hiring

execdir@cildrenfirstsociety.org

Job DESCRIPTION

Position Status	Position Title
Part Time, 30hrs per week September 14 2018-March 31, 2019	Outreach Program Coordinator

PURPOSE OF THE POSITION

The Outreach program Coordinator will develop a program plan to include weekend & evening programs and extended drop in programs. This focus will be traditional culture and nature. Getting young children outside to explore nature and learn about the land and what it has to offer. Having inside sessions to supplement what is being learned outside.

SCOPE

Located in Inuvik the incumbent reports to the Executive Director responsible for the development and implementation of an outreach program for children 0-8 years of age and their families.

Responsibilities

1. **Develop and implement an outreach program that meets the goals and objectives of the Children First Centre, and follows various governing regulations using intentional practice.**

Main Duties:

- a) Develop drop in programs for children 0-8 years of age and their families.
- b) Implement a variety of drop in community programs.
- c) A minimum of 4 week day drop in sessions, 1 evening drop in session and 1 weekend drop in session will be held monthly.

d) **Supervise Outreach Program Staff:**

Main Duties:

- a) Mentor 1 outreach program support person
- b) Ensure team is working together to reach Children First Society Goals and Mission
- c) Maintain a professional attitude and confidentiality within the program at all times.

e) **Communicate regularly with parents and encourage their participation.**

Main Duties:

- a) Develop communication methods
- b) Communicate with general community on a regular basis
- c) Establish regular communication with parents
- d) Encourage opportunities for parents to be involved in the program

f) **Communicate regularly with community partners**

g) **Perform other duties as required.**

Requirements, Skills and Knowledge:

- Completed a post-secondary program in child development – or equivalent
- Have experience in developing and implementing an emergent curriculum
- Playful and Nurturing
- Have a working Knowledge of relevant legislation, policies and procedures
- An understanding of the northern cultural environment
- Be able to maintain strict confidentiality in performing duties
- Team Player with Effective positive communication skills
- Demonstrate sound work ethics
- Current Standard First Aid
- Satisfactory criminal record check, including a vulnerable sector search, completed by the RCMP
- Up-to-date immunizations
- Tuberculosis screening