*Job Posting: Children First Society *

**Outreach Program Support**

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***

$20.00 per hour

Full time position 30 hours per week

Duration: January 6, 2020 – June 30 2020

***Applications***

Applications including cover letter and resume should be emailed to:

Children First Society   
Attn: Preschool Hiring  
execdir@cildrenfirstsociety.org

**Job DESCRIPTION**

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| **Position Status** | **Position Title** |
| **Full Time - Determinate**  January 6, 2020 – June 30 2020  With possibility of extention | **Outreach Program Support** |

**PURPOSE OF THE POSITION**

The Outreach Program Support will help develop a program plan to include weekend & evening programs and extended drop in programs. The focus of the program can be varied and will include 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 and expand on general development.

**SCOPE**

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

**Responsibilities**

1. **Assist with the 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:**

1. Develop drop in programs for children 0-8 years of age and their families.
2. Implement a variety of drop in community programs.
3. A minimum of 4 week day drop in sessions, 1 evening drop in session and 1 weekend drop in session will be held monthly.
4. Evaluate programs on an ongoing basis and make suitable changes/additions.

**2. Supervise the children attending the facility.**

**Main duties:**

1. Ensure that children are supervised at all times
2. ensure required staff:child ratios in the preschool programs
3. Promotes feelings of initiative and self-confidence in children.
4. Greets children and their parents warmly and with enthusiasm each morning
5. Assures that: each child is warmly greeted upon arrival; each child has a choice in activities; and each child is assisted to be a part of the group
6. Responds appropriately to signs of distress allowing the children to problem solve on their own
7. Responds consistently to the children’s needs
8. Plan and implement developmentally appropriate field trips and outings.
9. **Communicate regularly with parents and encourage their participation.**

**Main Duties:**

1. Develop communication methods
2. Communicate with general community on a regular basis
3. Establish regular communication with parents
4. Encourage opportunities for parents to be involved in the program
5. **Communicate regularly with community partners**
6. **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