**Job DESCRIPTION**

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| **Position Status** | **Position Title** |
| **Full Time****Indeterminate** | **Outreach Program Coordinator**  |

**PURPOSE OF THE POSITION**

The Outreach Program Coordinator develop and implement a diverse outreach program for young children and their families. This program will include weekday activities, 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, 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:**

1. Develop programs for children 0-8 years of age and their families.
2. Implement a variety of drop in and outreach community programs. This include but are not limited to Kids in the Kitchen, Budding Artists and Music times.
3. Evaluate programs on an ongoing basis and make suitable changes/additions.
4. Supervise other staff and engage co-workers in planning and program development

**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
* COVID Vaccination