



**Children First Society**  
**Outreach Coordinator**  
**Job Description**

**JOB CLASS:** Primary

**JOB TITLE:** Outreach Program Coordinator

**Job Status:** Full Time Indeterminate

**LOCATION:** Children First Centre 21 Kingmingya, Inuvik, NT. Canada

**REPORTS TO:** Executive Director

**SUMMARY:**

Under the guidance of the Executive Director, this position plans and directs the Outreach program of the Children First Centre. The position is responsible for the development and implementation of community activities and programming for young children and their families. This includes is accountability for the care of the children, supervises staff, and is responsible for license compliance. The Outreach Coordinator has responsibility for the daily operations of the Outreach Program and the Centre, including, but not limited to: enrolment, staffing, training and development, employee relations, parent relations, Health and Safety, and electronic data management. The Outreach Coordinator monitors and coordinates the provision of nurturing, inclusive activities, and developmentally appropriate education to meet the needs of children of Inuvik within a safe and healthy environment.

Follows requirements of all municipal, territorial, and federal regulations; follows policies and procedures identified in the NWT Daycare Act; and follows the policies and procedures of Children First Society.

**KEY OBJECTIVES:**

- To perform duties in accordance with the mission statement and core values of Children First Society and the mandate of the Outreach Program
- To provide a high quality, inclusive, program that meets the diverse needs and promotes optimum physical, social, emotional, cognitive and intellectual development of the children in care.
- To assume a leadership and supervisory role to the group that the Outreach program coordinator is responsible for.
- Coaches and supervises educators, support staff and students; schedules work and assigns responsibilities; chairs Outreach program staff meetings; assists Executive Director in staff hiring and dismissal; evaluates educators and support staff; assists to provide orientation and ongoing training staff and others; facilitates communication among staff; ensures sharing and

**DUTIES WILL INCLUDE BUT NOT BE LIMITED TO:**

- Assist the Executive Director with distribution of resources, arranges for replacement staff as needed; acts as a role model and provides leadership to the team.
- Provides leadership and assists staff in planning and implementing the Outreach program of learning experiences to ensure innovative, high quality, developmentally appropriate and culturally diverse, inclusive programs. Supports the early learning education team with strategies and resources to ensure full participation of all children, considering ability, cultural and linguistic diversity and Indigenous identity so that all children have opportunities for engagement, exploration and expression. Supports program staff with monitoring and evaluating the programs to ensure they meet the needs of children, families and the community.
- Works with the *Executive Director* and staff to ensure the implementation of a philosophy of early learning and care at the centre is aligned with *Children First Society* philosophy, mandate and vision, current pedagogical approaches, and the strategic priorities of the organization.
- Assist the Executive Director to ensure compliance with all NWT Early Childhood staffing requirements including but not limited to: the orientation of new staff, staff qualifications, monitoring of performance and compliance to policies, development and implementation of individual and medical needs plans for children in care, emergency plan management, training and professional development of staff, staffing ratios and group size, and all others as outlined in the NWT Daycare Act.
- Assists the Executive Director to monitor and support ongoing training and track/foster learning goals of all staff. Communicates with *Executive Director* on any non-compliances with staff performance; consults with *Executive Director* regarding staffing actions and implementation of development plans.
- Ensures positive communication with families through regular verbal and written contact regarding program. Resolves parent concerns and complaints in accordance with *Children First Society* policies. Collaborates with families to access information and resources to make informed decisions about their child(ren). Advocates for children and families in partnership with families and colleagues.
- Manages and establishes professional relations and partnerships in the community to strengthen and foster partnership opportunities for children and families.
- Assists the Executive Director to Oversee and monitor the health and safety of the centre; ensures implementation of standards set by the NWT Day Care Act; refers health and safety concerns to the Executive Director and makes recommendations for change; Works in accordance with *NWT Occupational Health and Safety Standards*.

- Respects and relates to families, children and other staff members in a professional, confidential and ethical manner in accordance with the mandate and vision of the organization.
- Dependent on group size or needs, Outreach Coordinator may participate in ratio with a group of children for part of the day.
- Other related duties as may be assigned by *Executive Director*.

## **QUALIFICATIONS**

- Early Childhood Education Degree or Diploma, or equivalent/related education
- Minimum of 2 years of child care or youth programming experience
- Supervisory and/or designate experience
- Thorough knowledge in areas such as leadership, communication, organization, assessment, confidentiality, commitment and accountability, initiative and resourceful
- Strong administrative and organizational skills
- Comprehensive knowledge of NWT Daycare Regulations
- Overall knowledge of best practices in the Early Learning development field
- Commitment to social inclusion and strong and effective relationship builder
- Ability to work independently and in a team environment
- Proficient in Microsoft Office
- Ability to network with community agencies and partners
- Clear Vulnerable Sector check – current in last 6 months
- Current Standard First Aid and CPR- level C
- Clear Tuberculosis test
- COVID vaccination