

Prince Albert Early Years Family Resource Centre Coordinator Job Description

The Prince Albert Early Years Family Resource Centre (PA EYFRC) is a program developed through a collaborative of community and government stakeholders. The strategic objective of the EYFRC is to create a community-based environment where families with young children can easily access a wide variety of services and supports. It will be a model of integrated services that will build on the expertise and resources of the Prince Albert Early Childhood Council and will focus services on supporting healthy child development and positive parenting

The Role of the Coordinator of the PA EYFRC is to oversee the operation and day to day administration of the centre and support the continued implementation for best practices to inform direction for the PA EYFRC.

Management:

Reporting to the Management Committee of the Prince Albert Early Years Family Resource Centre, the Coordinator will be an employee of Saskatchewan Rivers Public School Division (SRPSD), and will also fall under the policies and procedures of SRPSD. Consultation regarding all operations of the PA EYFRC will take place with the PA EYFRC management committee as required.

Responsibilities:

The Program Coordinator is to be responsible for the day-to-day administration and operation of the PA EYFRC and for ensuring the ongoing implementation of best practices that will inform the direction of the PA EYFRC.

In consultation with the PA EYFRC management committee:

- Develop an annual strategic community plan that integrates feedback from parents, children, and community partners.
- Provide staff supervision, leadership and mentoring in ways that supports the values of family engagement, diversity, compassion and openness at the centre.
- Inform hours for the facility, including flexible times that meet the needs of parents
- Coordinate staffing and volunteer schedules and relief scheduling for holiday/sick coverage as required.
- Promote the program through various means, including social media, through partners and word of mouth, etc.
- Establish program registration processes, track and report on attendance.
- Establish operational policies and procedures within the EYFRC, including family orientation and engagement policies.
- Recruit, supervise, and provide training opportunities to volunteers.

Programming:

Develop and deliver programming at the centre.

In consultation with the PA EYFRC management committee and PAEYFRC Program Designer:

- Develop, deliver and support programming delivered by centre staff and partners that meets the four pillars that make up the Saskatchewan EYFRC model – early learning, parenting education, family wellness and support and information and referrals.
- Create a learning rich environment for families including drop-in and schedule sessions with programming partners.

- Plan, organize and facilitate age-appropriate play-based learning and sessions for children and parents that reflect the stages of child development including oral language skills, creative expressions, problem solving and emergent literacy and numeracy strategies.
- Maintain and regularly update the physical environment, integrating the elements of a child-directed, inquiry-based approach into programming described in the Saskatchewan Ministry of Education's Play and Exploration documents.
- Work to develop programming and a reputation in the community that makes the PA EYFRC a "trusted source" of information for families with young children in the community.
- Develop opportunities to support parent-child engagement and attachment and enhance parent knowledge about child development.
- Regularly review the programming offered at the centre, to ensure it responds to the needs of the children and families and that all pillars of programming are being addressed.
- Supervise and support the creation and management of social media accounts, web site and the delivery of virtual programming as required.

Partnerships:

Establish good working relationships with partnering agencies and their representatives in order to achieve the desired outcomes within the four pillars – early learning, parenting education, family wellness and support, and information and referrals.

- Work with partners to develop and deliver innovative programming to meet the four pillars of the PA EYFRC model, including service agreements, space requirements and scheduling.
- Build relationship with partners in order to promote the PA EYFRC services among that agency's clients and to remain familiar with their services to facilitate referrals to outside agencies.
- Work with partners to develop strategies to help all families feel welcome to attend the centre.
- Work with the community and local partners to increase and enhance the capacity of the centre.

Family Engagement:

Engage parents, caregivers and children

- Actively engage and welcome families in strength-based ways and over time work to build strong relationships with parents, caregivers and children who attend the centre.
- Actively seek out new families to attend the centre, including through other community agencies or face to face contact.
- Create opportunities for family diversity, offering a diverse and inclusive programming.
- Model and embrace inclusive practices and acceptance of diversity (culture, abilities, family structure, language) of staff, families, children and any person attending the centre.
- Seek out parent, caregiver and child voice, supporting a parent advisory committee, parent surveys, parent feedback forms and face-to-face engagement.
- Provide families with information and linkages or referrals to outside agencies when required.

Centre Direction:

Make recommendations, report to and take direction from the PA EYFRC management committee and report to the Early Childhood Council and the Saskatchewan Ministry of Education as needed.

- Reporting regularly to and take direction from the PA EYFRC management committee. This includes making recommendations about the direction of the centre programming and providing information and reports to the committee to support decision making.
- Support the development and presentation of an annual strategic community plan

- Work within a budget as established by the PA EYFRC management committee.
- Report to the Saskatchewan Ministry of Education, Early Years Branch as requested. This includes attending meetings, keeping records, conducting evaluations and documenting aspects of the operation of the PA EYFRC.

Qualifications:

The successful applicant will have a combination of the following experience and training:

- Experience and training in the planning and delivery of programs and services to adults and children, both one-on-one and in groups. This experience is typically gained through experience and education in the human services fields, including applicants who have experience in delivering parenting education.
- Knowledge of quality early learning environments.
- Four years Human Services Degree or an equivalent combination of education and experience.
- Five or more years of relevant experience.
- Experience managing a team of staff in the delivery of programming.
- Leadership and team-building skills with the ability to be flexible and adaptable.
- Experience working in a collaborative environment with partners.
- Knowledge of First Nations and Metis history in Saskatchewan along with an understanding of the Truth and Reconciliation Commission Calls to Action.
- Ability to manage a budget.
- Strong computer skills. Knowledge of Microsoft Word and Excel are required.
- Experience using technology to facilitate reporting and parent and community engagement.
- Demonstrate organizational skills and the ability to work with minimal supervision.
- Valid Level C First Aid and CPR.
- Valid Driver's license and ability to commute locally.
- Valid Criminal Record Check and Vulnerable Sector check.
- The ability to work flexible hours, including regular business hours, early evenings and weekends.