



Program Coordinator (South End)
Permanent Part-time Position, based in Daajing Giids
25 hours/week - \$30.88 - \$32.81

The Haida Gwaii Child Care Resource and Referral (CCRR) program provides support, resources and referral services for childcare providers, parents and caregivers in all communities on Haida Gwaii with the mandate of promoting quality child care choices that meet the needs of local families.

The successful candidate will enjoy working with people, be organized, personable, efficient, computer savvy and comfortable working as part of a team as well as on their own. Preference will be given to candidates with an Early Childhood Educator Certificate, or to those who are interested in pursuing one.

The successful candidate will be required to attend monthly IWS staff meetings and take part in decision making with staff and board in our consensus-based organization. Benefits, four weeks of vacation, family responsibility time, and professional development time are available after the first three-months of the six-month probationary period.

Job Description

Lead CCRR team in program planning and monitoring the budget, with the assistance of the IWS Financial Coordinator and with the approval of the Board

Meet with CCRR staff for support and to inform about budget and program goals

Act as the designated Criminal Records Administrator for the CCRR Program

Assist clients with membership sign-up, car seat lending, Affordable Child Care Benefit applications, referrals to child care, photocopies and other community referrals

Offer Outreach Programming (e.g. Playgroups, Roots of Empathy, Mother Goose, LEt's Talk etc.) with other CCRR staff as time and budget allow

Provide support to existing child care/family support programming including working with communities on Child Care Planning Action Teams

Work with other CCRR staff to organize and execute professional development opportunities for child care providers as well as parents/caregivers & coordinate ECE recruitment on Haida Gwaii

Lead the annual program planning process that involves clients, other stakeholders and staff to create long term program plans including the Quarterly Improvement Plan

Please forward your cover letter, resume and references to finance@islandswellness.com. If you have any questions please email the above address. Position will remain open until filled.