



# St. Albert Family Resource Centre

GROWING STRONG TOGETHER

**Position:** **Early Learning Coordinator**

**Type of Employment:** Full Time (37.5 hrs/wk)

**Responsible to:** Program Manager

**Qualifications Required:**

We are looking for a friendly, energetic and self motivated individual with the following qualifications;

1. Early Child Development Assistant, Worker, or Supervisor (formerly level 1-3).
2. Experience working in an early childhood setting.
3. Experience in program planning and implementation.
4. Excellent knowledge of child development.
5. Strong communication and organizational skills.
6. First Aid /CPR Certificate.
7. Criminal Records Check
8. Intervention Record Check

**Summary:**

The Early Learning Coordinator is a member of the Early Learning Program Team and is responsible for the planning and facilitation of the early childhood programs as assigned. You will be responsible for the Early Learning Centre. All programs will implement activities that meet the developmental domains of the children attending the program.

**Specific Duties:**

Program development & delivery

1. Develop program curriculum for the programs and courses assigned to you through the Early Learning Team. All curriculums must be approved by the Program Manager.
2. Plan well in advance and ensure that all materials required for each program and course is available well in advance. Submit your material needs to the Program Manager.
3. You will be responsible for the health, safety and tidiness of the Early Learning Center.

4. Ensure that the classroom and program materials are set up and prepared prior to the program participant's arrival.
5. Interact with program participants in a positive way while adhering to the philosophy and policies of the center. View all children as unique individuals, who are passing through differing levels of development and learning.
6. Participate in all activities, including dramatic play, songs, stories, games and large motor activities. Assist individual or small groups of children with specific learning tasks and play.
7. Responsible for the daily bathroom routines.
8. Ensure the health, safety and well-being of the children at all times.
9. Oversee and assist with the daily housekeeping duties in the program rooms, which include ensuring all play materials and equipment are clean, put away and safe at all times. Laundry is done weekly.
10. Maintain bulletin boards, labels and displays in the Early Learning Center.
11. Plan nutritious snacks.
12. Maintain accurate records for the program, which includes registration and daily attendance forms.
13. Assist with the upkeep of the Playground as it is an extension of the Early Learning Program.
14. Assist with all special events.
15. Take in part team meetings and discuss areas for growth, opportunity and improvement.
16. Report all concerns to the Program Manager.
17. Represent St Albert FRC in a professional and positive manner at all times.
18. Perform other tasks that may be necessary to ensure that St. Albert FRC programs are a success.

**Please send resume and cover letter to:**

progmanager@stalbertfrc.ca

Attention: Tanya Scott

St. Albert Family Resource Centre would like to thank all applicants for their interest; however, only those under consideration will be selected for interviews.