



# St. Albert Family Resource Centre

GROWING STRONG TOGETHER

**Position:** Early Learning Coordinator

**Type of Employment:** Full Time - Term Contract - Maternity Leave Coverage (37.5hrs/wk)

**Responsible to:** Program Manager

## **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.

## **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 levels 1-3).
2. Experience working in an early learning setting.
3. Experience in program development 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.

## **Please send resumes to:**

Tanya Scott  
St. Albert Family Resource Centre  
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[progmanager@stalbertfrc.ca](mailto:progmanager@stalbertfrc.ca)

Position Date: January 27th, 2020 - March 26th, 2021