

**Children's Program Coordinator – Head Start  
Full Time Permanent**

Norwood Child & Family Resource Centre provides programs that strengthen and enrich the lives of children and families. Norwood programs are targeted for families with children birth - 5 years old. Early childhood experiences are aimed at fostering optimal child development and healthy parent-child attachment. Parent education opportunities are created to support building the capacity of families. Family support services are provided to support families as the child's first and most important teacher. Information and referral is a key practice in supporting families to grow and learn within their own communities. Programs are delivered using a holistic approach to support the social, emotional, intellectual, language, physical and creative needs of children and families in the community.

Head Start is a pre-school, learn through play environment for children 3 ½ to 5 years old. The curriculum is comprised of meaningful, relevant, hands-on, child directed learning experiences that lead to the understanding and acquiring of basic skills. Program delivery is based on interactive teaching and cooperative learning methods. The overall goal is to support children in making a successful transition into kindergarten.

**This position requires a flexible work schedule that includes evenings and weekend shifts to support staff.**

Norwood staff are guided by the following Team Charter: (SPIRIT)

Support- We utilize one another's strengths to take on challenges and opportunities using positive communication, collaboration, and compassion.

Passion- We have the energy, attitude, and enthusiasm to be fully committed and engaged in our work with each other.

Integrity- We are honest, trustworthy, transparent, and accountable with each other.

Respect- We accept others without judgment and recognize that every individual is a person of value.

Inclusivity- We celebrate diversity and welcome people of all backgrounds, cultures, and perspectives.

Team- We inspire and collaborate with others in the team working towards improved outcomes for children and families.

If you share our values and support our mission and vision please consider joining our team.

Reporting to the Children's Program Manager the Children's Program Coordinator-Head Start will:

- Provide supervision, support and coaching to Head Start staff delivering children's programming, group facilitation and home visitation
- Conduct performance evaluations that reflect ongoing feedback to the Program Manager and adhere to the agency's performance management policies
- Coordinate staff schedules, attendance and review leave requests
- Participate in the recruitment process and provide orientation to new team members
- Collaborate with internal and external team members, partners and service providers to offer seamless service delivery and support the voice and choice of families
- Participate in the creation and execution of the agency strategic plan
- Support the Program Manager in entering student information and reviewing assessment reports
- Conduct evaluation activities, review data to monitor and ensure program effectiveness and adherence to agency standards of excellence
- Review program plans to ensure best practices for optimal child development
- Monitor and participate in program planning with the team to ensure developmentally appropriate, culturally diverse, interest and play based activities are implemented

We thank all applicants for their interest, however, only those selected for an interview will be contacted.

**The ideal candidates will possess the following qualifications:**

- Post secondary degree or diploma in Early Childhood Education or a related Human Services field
- Minimum 3 years supervisory experience in an early childhood setting
- Effective leadership skills including supervision and performance management processes through reflective communication
- Experience working with children and families from diverse cultural and socio-economic backgrounds
- Adaptability to changing work environments; work priorities and organizational needs
- Strong working knowledge of MS Office, with experience in Excel, database systems, and PASI/Extranet an asset
- Strong written and verbal skills with the ability to prepare program evaluation and contribute to funder reports
- Strength based philosophy to ensure families are involved in goal planning and decisions
- Strong interpersonal skills and experience working in a collaborative team environment
- Valid driver's license, clear driver's abstract and access to a reliable vehicle
- A current First Aid Certificate, Criminal Record Check and Child Welfare Intervention Record Check

Norwood Child & Family Resource Centre offers a compassionate team environment with a competitive compensation plan, full benefits, paid time off at Christmas and Spring Break (in addition to regular vacation), a commitment to staff celebration and recognition, a strong focus on employee wellness, team building activities, and ongoing professional development. The starting hourly range for this role is \$27.06 - \$30.45 per hour based on a 35-hour week.

Norwood Child & Family Resource Centre, values diversity and welcomes applications from First Nation, Inuit, Métis, New Canadian, racialized, differently abled and LGBTQ2S communities.

To apply for this opportunity, please submit your résumé and cover letter to: [hr@careersforcommunity.ca](mailto:hr@careersforcommunity.ca). Please state in the cover letter how you align with the Norwood Team Charter.  
Please include Children's Program Coordinator in the Subject Line of the email.

Closing Deadline: Until a Suitable Candidate is Found