



ABORIGINAL HEADSTART COORDINATOR

**Our Vision is healthy and economically successful
community that respects our traditional culture and values**

Position Summary:

The Nooaitch Aboriginal Head Start On-Reserve program. Reporting to the Education Coordinator, the Head Start Coordinator is responsible for the development and delivery of the Nooaitch Aboriginal Head Start On-Reserve program. The coordinator must provide quality cultural programming for children aged birth to six years of age and after school age children and their families while following best practices of the BC First Nations Head Start six components. The coordinator is responsible for the administration of the program including budgeting, program and team leadership, administration, reporting, budgeting and planning. The coordinator is also required to work with the children in different environments and programs; outreach home visiting in the child's home, organizing community events, organizing field trips, organizing workshops for parents.

Qualifications:

- Early Childhood Education Diploma
- Criminal Records Check and medical clearances
- Valid first aid and CPR
- Compliance with immunization program
- Demonstrated background in Early Childhood Development;
- Minimal 3 years' experience in coordinating a childcare setting and staff;
- Strong leadership skills that promote collaboration and learning;
- Knowledge and respect of local first nations communities and culture, including urban Aboriginal and Metis people;
- Ability to maintain secure client file systems and maintain confidentiality;
- Experience in writing proposals and reporting to funders meeting deadlines;
- Knowledge of community resources;
- Ability to effectively use computer programs, such as word, excel, outlook, video conferencing etc.
- Understands the Community Care Facilities Act and Licensing regulations;
- Management or supervisory experience

Your Duties:

Some of your duties & responsibilities include:

- Tracks and coordinates budget, completes periodic reports for the funders;
- Liaises with the office managers, and pertinent community organizations;
- Understands and has experience around laws and standards pertaining to non-profit organizations, confidentiality and childcare facilities;
- Recruits, trains and evaluates staff members within the team;
- Leads and coordinates preschool staff, ensuring all legal and contractual requirements are met;
- Ensures the program provides an accessible, nurturing culturally sensitive care and education program for young children;
- Ensures that the Nooaitch Aboriginal Head Start Program is family friendly and supportive;
- Clear understanding of Covid-19 Safety Plans, Policies and Guidelines
- Commitment to ongoing professional development;
- Ability to work effectively in a team environment;
- Excellent interpersonal communication skills;
- Analytical and observational skills;
- Ability to multi-task;
- Self – motivated.

How to Apply:

Please send your Cover Letter and Resume by fax, mail, hand delivery or email to education@nooaitchband.ca

Mail: 2954 Shackelly Rd. Merritt, BC V1K 1N9

Identify the position code (AHS Coordinator) in the subject of your email, fax, and cover letter.

*We thank all that apply,
but only those selected for interview will be contacted.*

*Applications will be accepted on a rolling basis.
Open until suitable candidate is found*