

Job Description - Early Years Coordinator

The Early Years Coordinator (EYC) runs a daily drop-in program for parents/caregivers and their children, four years old and under. The purpose of the program is support parents with young children by providing culturally appropriate programming. The EYC develops programs of interest to parents and children, organizes workshops on parenting and life-skills, and provides story and play time opportunities for parents to engage with their children. The EYC also educates parents on childhood developmental milestones for their babies and children. The EYC oversees the child minding staff that provides child care as required while parents are engaged in programming. (Parents must be on site and engaged with the programming when children are being cared for by the child minding staff). The EYC partners with other WFN community programs to provide cultural, language and land-based activities for parents/caregivers and their young children, and works with Elders and traditional knowledge keepers to ensure the program is based in WFN Indigenous culture and language. The EYC reports to the Webequie First Nation Community Wellbeing Coordinator

Job Location: Webequie First Nation

Qualifications

- Experience with social programs;
- Ability to develop and implement fun and educational drop-in programs for parents and children under 4;
- Knowledge of cultural teachings and activities;
- An understanding of First Nation families, strengths and challenges;
- Commitment to community wellness;
- Understanding of childhood development and developmental milestones;
- Ability/experience supporting parents/caregivers, children and families;
- Ability to work with others in a team and also to work unsupervised;
- A commitment to community wellness through revitalization of culture, language, teachings, land-based skills;
- Good organizational skills;
- Good communication skills;
- Experience working children and families;
- Ability to keep records for reports;
- Ability to use a computer (social media, internet, email);
- Commitment to our children and their families;
- Ability to supervise staff (child minders and program assistant);
- Ability to organize workshops at the drop-in (e.g. traditional parenting, child development, including being able to access on-line information and webinars when available);
- Ability to speak the Indigenous language of Webequie is an asset.

Responsibilities

- Setup and maintain a daily (mornings Monday-Friday) cultural drop in centre for parents and children/infants 4 years old and under;
- Develop activities and projects for parents to engage with their children
- Provide opportunities for parents and caregivers to learn about child development
- Ensure a clean, safe environment for parents and children;
- Adhere to WFN Covid-19 protocols and other WFN health and safety policy/protocols
- Refer parents to other community programs as appropriate;
- Work with Elders to provide traditional teachings to families and work with language speakers to ensure parents and children are being engaged in the local Indigenous language;
- Work with the Cultural Coordinator to provide cultural programming to parents and children at the drop-in;
- Manage the program supplies, materials and equipment;
- Oversee and coordinate child minding staff;
- Ensure there is coffee/tea/juice and snacks for the participants;
- Promote the drop-in to other Webequie health, social programs and to the community members;
- Manage the early yearly budget for the program;
- Help develop program reports;
- Set up a system and keep records for the program (e.g. #of program participants each day, activities undertaken etc.)

Application Deadline Oct., 1, 2021

Send applications to Levis Sofea levis@webequie.ca

For further information contact Levis Sofea at 807- 632-3672