

Employment Opportunity

Job Title: Program Coordinator	Date Posted: April 20, 2023	Reports to: Director of Operations
Job Posting # Program-Coordinator-052-2023	Date Closed: August 18, 2023	Position Type: Full Time (2 positions)

About Organization:

Connecting Dots Foundation Canada is a pioneer community-based not-for-profit organization providing quality initiatives and services to professionals, the community, parents and children. provides early intervention and school-aged programs for children aged 0-12 years with a disability or developmental delay, and their families. We also provide programs and resources that help you and your organization rise to the task and excel while carrying it out. We accept referrals for children aged 0-12 years.

About the Program:

At Connecting Dots Foundation, we aim to foster a lifelong love for learning in the children in our care. The renowned Reggio Emilia philosophy supports this goal, offering children an opportunity to learn through play and exploration, developing valuable skills in the cognitive, social-emotional, fine and soft motor areas with the environment as their third teacher. Despite the amazing benefit and tangible impact incorporating this philosophy into children's programming can have on a child's development, the philosophy is far too often misunderstood or misused.

At Connecting Dots Foundation, we recognize that to have successful inclusive environments we need to create opportunities for inclusion. Connecting Dots Foundation is committed to supporting inclusion by providing information, advice and training. Support can promote inclusion and can help children and families to be ready to share and thrive in everyday and community life. Connecting Dots Foundation has been involved in a number of collaborative community projects to promote community inclusion in key areas including sport, in the early childhood/school setting, with playgrounds and community events and activities. We work in partnership with community groups, schools and councils to achieve this.

Position Description:

- Management of staff, children, families, Supervise staff, trainees or volunteers, order supplies and equipment.
- Carry out administrative activities of establishment.
- Oversee and co-ordinate office administrative procedures, review, evaluate and implement new administrative procedures.
- Establish work priorities and ensure procedures are followed and deadlines are met.
- Maintain an open-door policy, network with outside support agencies and community, finalize and adjust centre's policies and procedures in Staff & Parent Handbooks.
- Support children's needs by creating an inviting atmosphere for informal and formal conversations.
- Provide direction for programming to educators to meet and exceed the children's educational and emotional needs.
- Present new best practices programming ideas to educators and monitor progress of

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implementation, ensuring every child is challenged.

- Ensure each child's daily needs and wants are being monitored and met using the Flight curriculum.
- Formulate and conduct monthly staff meetings.
- Assist in the preparation of operating budget and maintain inventory and budgetary controls.
- Assemble data and prepare periodic and special reports, manuals and correspondence.
- Open and distribute regular and electronic incoming mail and other material and co-ordinate the flow of information.
- Arrange travel, related itineraries and make reservations for members of Foundation. .
- Maintain collaborative relationships with coworkers and community service providers working with children.
- Maintain an environment that protects the health, security and wellbeing of children.

Qualifications and Skills:

- A bachelor's degree or college diploma or Secondary (high) school graduation certificate is required.
- Clear criminal record check is required.
- Character references in respect of the person are required.
- A record of the person's work history/resume is required.
- Copies of any diplomas, certificates or other evidence of training and skills are required.
- Evidence that the person has complied with the Province's immunization

Organizational Responsibilities:

- Actively contribute to the mission, vision and values of Connecting Dots Foundation.
- Follow the organizational Code of Ethics and professional standards of your certification and your position in the organization.
- Adhere to the policies and procedures of your program(s) and organization.
- Perform the duties outlined in this job description.
- Contribute in a positive way to the overall success of the program and organization
- Participate in the establishment of program goals and objectives and set service priorities based on it.
- Demonstrate a positive and professional attitude when representing the organization in the community.
- To follow the direction of the Joint Health, Safety & Wellness Committee in compliance with the Occupational Health and Safety Act (OHSA)

Hours: Full time, 37.5 hours per week
(Some evenings are required)

Salary: \$24 per hour

Position to commence: May 2023

Please submit your resume to the Hiring Committee at jobs@clairmontdaycare.ca

Please add **Job Posting # Program-Coordinator-052-2023** to the email subject line and cover letter.

Connecting Dots Foundation Canada offers an attractive and rewarding work environment. We

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appreciate all applicants' interest, but only those under consideration will be contacted for an interview.