



Career Opportunity

Job Title: Early Years Coordinator
Organization: Society for the Involvement of Good Neighbours (SIGN) See www.signyorkton.ca
Yorkton SK Canada
Program: SIGN Yorkton Early Years Family Resource Centre
Hours: 35 hours per week, including flexible evening and weekend hours
Location: Yorkton
Start Date: February 2023

The Yorkton Early Years Family Resource Centre is a universal and primary prevention-based model of service delivery, inclusive of a space where all families can play, interact and learn together while having access to quality programs and services which enhance child development and caregiver well-being.

The Early Years Coordinator, requires an individual that is independent, communicative, and respectful, while managing the operations of the Program by: supporting the staff and families effectively; coordinating the programming and monthly calendar; participating in internal and external partnerships, meetings and initiatives; managing the budget, fundraising and expenditures.

Why work for SIGN?

- Make a difference in the lives of children, caregivers and the community with well-established programming;
- Work/life balance; Paid day off once a month;
- Employer paid health and dental plan.

Expectations:

- Analytical thinking, planning, prioritization, and execution skills;
- Effective leadership skills, with a strong focus on mentoring and motivation of employees;
- Self-motivated and work independently with little supervision;
- An understanding and enthusiasm for the importance of family development, early childhood development and of early year family centres;
- Plan and implement programs and enhancements;
- Compile regular statistical and programming reports;
- Communicate effectively and use a professional approach with stakeholders;
- Adhere to company policies, procedures, and ethical standards;
- Competency with computers and A/V equipment.

Qualifications and experience:

- Early Childhood Education Certification;
- Facilitating programming for children and their parents/caregivers;
- Experience with coaching and employee development;
- A Valid Driver's License and a safe, reliable vehicle;
- A recent (6 months or less), clear Criminal Record Check and Vulnerable Sector Check.

Send resumes with covering letter and three professional references to:

Shelley Zoerb, Director of Operations
345 Broadway Street West
Yorkton, SK S3N 0N8
Fax: (306) 783-9426
Email: s.zoerb@signyorkton.ca

Applications close at 5 pm on Friday, February 3, 2023.

Only those short-listed for interviews will be contacted. We thank all those who apply for their interest.