POSITION: Childcare Coordinator

DEPARTMENT: Employment and Language Programs

POSITION FUNCTION:
This position is responsible for achieving contractual outcomes and following licensing requirements to provide a safe, welcoming and enriched environment for children whose parents are attending language training. The Coordinator works with the Manager to support and supervise staff as well as communicating with and supporting parents.

QUALIFICATIONS AND RESPONSIBILITIES:
- Early Childhood Education and Infant Toddler Certificates
- Current Licence to practice, familiarity with the expectations and requirements of Community Care Licensing
- First Aid Certificate, Food Safe 1, WHMIS Certifications, BC Vaccination Record
- Experience with BC Childcare practices, awareness of and work within the ECEBC Code of Ethics
- Support each child’s holistic development using the BC Early Learning Framework
- Demonstrate understanding of and respect for the competency of young children
- Experience working with diverse families from immigrant populations and/or diverse family
- Successful candidate will have strong program planning, organizational, leadership and communication skills required to maintain a positive and supportive environment for the childcare team
- Criminal Record Check required and references will be contacted

HOURS: 35 hrs per week
(combination of administrative tasks and working the floor)

STARTING PAY: $25.16 to $26.69 per hour, based on experience.

A competitive benefits package is provided with contracts of at least 1 year in length which offer a minimum of 17.5 hours of work per week.
RESUMES TO: MOSAIC Child Care Manager
Subject: Childcare Coordinator Application- Name
Attn: childcare@mosaicbc.org

DEADLINE: January 19, 2020 or Until position is filled

NOTE: We thank all who apply however only those selected for an interview will be contacted.

Posting Date: January 7, 2020

MOSAIC is committed to promoting equal employment opportunities for all members of the community.

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