



JOB POSTING

Permanent Full Time RECE Program Coordinator ACW Administration Office, 344 Avon St. Welland Qualifies for Benefits

A Child's World Family Child Care Services is currently seeking a dedicated and experienced Program Coordinator to join our leadership team.

A Child's World welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process. Internal candidates will be considered before external candidates. If the successful candidate is on a leave, an alternate candidate will be appointed to fill the position until the successful candidate returns from their leave.

Reporting directly to the Executive Director, the Program Coordinator plays a key leadership role by mentoring educators, supporting program quality, ensuring legislative compliance, and working collaboratively with both internal and external stakeholders. The successful candidate will visit child care centres regularly, mentor educators, liaise with regulatory bodies and help ensure high quality early learning environments across A Child's World locations.

Letters of Interest & Portfolios are to be submitted to the Administration Office to cathy.wittmaier@acw.on.ca by 1:00 pm on Thursday May 8, 2025. Only those applicants being considered for an interview will be contacted. **Start Date:** June 2025

SCOPE OF PRACTICE:

- College of ECE's Code of Ethics & Standards of Practice
- Child Care and Early Years Act
- How Does Learning Happen? Ontario Pedagogy
- Quality Child Care Niagara (QCCN)
- Occupational Health & Safety Act
- Other relevant provincial and organizational policies and procedures

REQUIREMENTS:

- Registered in good standing with the College of ECE's.
- Minimum 5 years' experience in licensed child care settings and/or leadership position
- Proven knowledge of relevant legislation (CCYA, OHSA, ESA etc.)
- Experience supporting curriculum and quality initiatives like QCCN
- Excellent leadership, administrative and mentoring skills
- Strong organizational, communication and decision-making abilities
- Valid Standard First Aid and CPR C Certification
- Satisfactory Criminal Reference Check- Vulnerable Sector
- Valid Ontario Driver's License and access to a vehicle
- Legally able to work in Canada



KEY RESPONSIBILITIES:

- Promote the vision and mission of A Child's World in the community
- Collaborate on the development and implementation of policies and procedures
- Mentor educators and management in curriculum, pedagogy and child development
- Support supervisors in ensuring compliance by educators, students and volunteers
- Provide training and professional development as needed
- Support Centres in making appropriate referrals to support agencies
- Maintain knowledge of all applicable legislation and regulations
- Support and monitor centres in meeting Ministry of Education licensing requirements
- Liaise with Ministry staff and provide appropriate documentation
- Prepare for and participate in licensing inspections and follow-up
- Monitor financial viability of programs and maintain accurate records
- Complete administrative tasks related to licensing and quality assurance
- Conduct supervisor performance appraisals
- Attend meetings and participate on internal and external committees
- Communicate clearly and effectively both orally and in writing
- Build respectful, trusting and cooperative relationships with all stakeholders
- Be accessible to supervisors and educators for consultation and guidance
- Perform essential cleaning and disinfecting tasks as required
- Be flexible with work hours, including evening or emergency needs
- Participate actively in ongoing professional development
- Direct, instruct and care for children.
- Handle emergencies, crises, hostile behaviour.
- Interact in ways that demonstrate respect, trust and cooperation.
- Use professional judgement based on the Child Care and Early Years Act, College of Early Childhood Educators and A Child's World Policies.
- Accommodate competing demands.
- Maintain confidentiality of all information related to children, parents, colleagues and community.
- Meet the physical demands of the job as outlined in the physical demands analysis.
- Work in conditions involving exposure to: bodily fluids, infectious diseases, frequent high noise levels, occasional inclement weather.
- Salary: \$40.25/per hour (includes WEG)