

**Teme Augama Anishinabek
Job Description**

Position Early Childhood Programmer- Coordinator

Department Daycare

Position Reports To Daycare Supervisor

Employment Status Full Time

Hours 35 hours per week

Employment Type Permanent

Position Summary

The Early Years Program Worker supports the delivery of family-centred early learning programs and services that promote the healthy development, wellbeing, and success of children and families. The position develops and facilitates educational workshops, family engagement activities, and community programming while also providing direct support within early learning and childcare environments as required. The role serves as a bridge between programming, administration, and direct service delivery by assisting families in accessing supports, maintaining program records, coordinating activities, and fostering positive relationships with children, caregivers, staff, and community partners. The Early Years Program Worker contributes to creating a safe, inclusive, culturally responsive, and nurturing environment that supports positive child development and family wellbeing.

Primary Responsibilities

Family Programming, Workshops and Community Engagement – 40%

Plans, coordinates, and facilitates family-focused workshops, educational sessions, and community programming that support parenting skills, child development, health and wellness, literacy, culture, language revitalization, and family wellbeing. Builds positive and respectful relationships with families and caregivers while encouraging participation in programs and activities. Collaborates with educators, service providers, Elders, Knowledge Keepers, and community partners to develop meaningful programming that reflects community needs and cultural values. Tracks participation levels, gathers feedback, evaluates outcomes, and recommends improvements to strengthen program effectiveness. Uses strong communication, facilitation, and interpersonal skills to engage participants and create welcoming and inclusive learning environments.

Family Support and Service Coordination – 20%

Provides information and support to families regarding available programs, services, and community resources. Assists families in navigating supports and making appropriate referrals when required. Maintains regular communication with families to encourage engagement, address concerns, and promote positive outcomes for children.

Demonstrates empathy, professionalism, cultural awareness, and sound judgement when responding to sensitive family situations. Supports collaborative relationships between families, educators, and community service providers to enhance service delivery and family wellbeing.

Program Administration and Reporting – 20%

Maintains accurate program records, attendance logs, participation statistics, and administrative documentation. Preparing reports, tracking program outcomes, and supporting funding and licensing requirements. Coordinates workshop schedules, facility bookings, resource preparation, communications, and participant registration. Utilizes organizational and computer skills to maintain accurate databases, files, and documentation while ensuring confidentiality of personal and organizational information. Program planning and evaluation activities through data collection and reporting.

Early Learning and Classroom Support – 15%

Provides direct support within preschool and toddler environments as required to maintain continuity of care and support daily operations. Assists and guides educators with classroom activities, transitions, supervision, and learning experiences that promote children's cognitive, social, emotional, physical, and cultural development. Models' positive behaviour guidance techniques and supports inclusive practices that foster safe, nurturing, and engaging environments for children. Assists with implementing activities and experiences that align with curriculum objectives and support developmental milestones.

General Department Support – 5%

Participates in team meetings, training opportunities, and professional development activities. Supports special events, community initiatives, and departmental projects as assigned. Maintains positive working relationships with colleagues and contributes to a respectful and collaborative work environment. Performs other related duties consistent with the position.

Qualifications

Education and Experience

Diploma or Certificate in Early Childhood Education, Child and Youth Care, Family Studies, Social Services, or a related field. Minimum one year of experience working with young

children, families, or community-based programs. Experience facilitating workshops, group activities, or community programming is considered an asset. Experience working in an Indigenous community or culturally based programming environment is considered an asset.

Certifications, Licences and Requirements

Current First Aid and CPR Certification. Satisfactory Criminal Record Check with Vulnerable Sector Search. Valid driver's licence and insurability. Ability to work flexible hours, including occasional evenings and weekends.

Physical and Sensory Demands

The position requires frequent standing, walking, bending, lifting, and active participation in activities involving young children and families. The role requires sustained attention, supervision of children, facilitation of activities, and the ability to manage multiple priorities in a dynamic environment. Ability to meet the physical demands associated with working with young children, including lifting, bending, standing, and active supervision.

Work Environment

Work is performed in early learning centres, community facilities, program spaces, and office environments. The position involves frequent interaction with children, families, community members, service providers, and organizational employees. The role requires flexibility, adaptability, and the ability to work in environments that may be busy, active, and subject to changing priorities. Other duties consistent with the position may be assigned.

Health and Safety Statement

Teme Augama Anishinabek is committed to providing and maintaining a safe and healthy work environment for all employees, members, and visitors. All employees are expected to work in compliance with applicable occupational health and safety legislation and adhere to organizational policies, procedures, and safe work practices. Employees must report hazards, follow safe work guidelines, and actively participate in maintaining a culture of safety in all aspects of their duties.

Employee Signature _____ **Date** _____

Supervisor Signature _____ **Date** _____