



## **Job Title: 0-12 Programs Coordinator**

### **About this role:**

The 0-12 Programs Coordinator is responsible for designing, implementing, and evaluating a variety of educational, recreational, and social programs for children aged 0-12 years. The coordinator will create a nurturing environment where children can learn, grow, and build positive relationships. You will lead a team of staff and volunteers, working closely with families and community partners to ensure that all programs meet the developmental needs of participants.

### **About BGC Dawson:**

BGC Dawson is a proud member of BGC Canada, a non-profit organization dedicated to providing high-quality programs and services to children, youth, families, and seniors. With deep roots in Verdun's English-speaking community since 1959, BGC Dawson offers a wide range of educational, recreational, and social programs. In this role, you'll have the opportunity to inspire, empower, and foster a greater sense of community for all ages. Visit [www.bgcdawson.ca](http://www.bgcdawson.ca) to learn more.

**Responsibilities:** Under the leadership of the Programs Director, the 0-12 Programs Coordinator will actively contribute to the organization's mission and strategic objectives through the following responsibilities:

- Develop, plan, and deliver age-appropriate activities and programs that cater to the physical, social, emotional, and cognitive development of children aged 0-12 years.
- Collaborate with the early childhood educator (ECE) and other program staff to ensure a safe, stimulating, and supportive environment.
- Coordinate a variety of activities including indoor/outdoor play, art, drama, literacy, and group projects aimed at fostering cooperation, curiosity, and problem-solving skills.
- Plan, coordinate and supervise summer programming including Day Camp.
- Maintain program records and evaluate the progress of children, ensuring continuous communication with parents and caregivers.
- Support positive behavior management strategies to ensure a respectful and inclusive environment.
- Build strong partnerships with local organizations, schools, and community stakeholders to enhance program offerings and promote community engagement.
- Facilitate workshops, special events, and family programs to strengthen the connection between children, families, and the community.
- Supervise and mentor staff and volunteers, providing guidance and training to ensure the highest standards of care.
- Ensure compliance with safety protocols, including First Aid and emergency procedures.

### **Core Competencies:**

- Strong knowledge of child development principles and program planning for children aged 0-12 years.
- Excellent leadership and team management skills, with the ability to motivate and support staff.

- Effective communication and interpersonal skills to engage with children, families, and community partners.
- Understanding of behavior management techniques and ability to foster a positive learning environment.
- Ability to design and evaluate curriculum, adjusting for individual learning styles and needs.
- Cultural sensitivity and awareness of diversity within the community.
- Strong organizational skills and the ability to manage multiple projects simultaneously.

**Qualifications:**

- DEC in Early Childhood Education, Elementary Education, or related fields.
- 3+ years of experience working with children aged 0-12 in a leadership role.
- Excellent written and verbal communication skills in the official languages.
- Certification in First Aid and CPR (or willingness to obtain).
- Experience in program planning, implementation, and evaluation.
- Experience with grant writing is an asset.
- Ability to pass a criminal background check.

**Wages and Benefits:**

- **Start Date:** November 2024
- **Permanent full-time position:** up to 35 hours a week, in person.
- **Salary range:** \$45,000 to \$60,000, depending on experience and in accordance with current salary policy.
- **Benefits:** BGC Dawson offers a competitive benefits package which include two weeks' vacation, sick/wellness/personal days per year (not bankable) and group health insurance, after three months of employment.
- The option to contribute to a group registered retirement savings plan (RVER).
- Opportunities for professional growth and training.

If your skills and experience align with this role, please submit your cover letter and resume to **Darley Polony** via email at [darley.polony@bgcdawson.ca](mailto:darley.polony@bgcdawson.ca) by **Friday, October 25, 2024**. Include "0-12 Programs Coordinator" in the subject line. Only those selected for an interview will be contacted. If you require accommodation at any stage of the recruitment process, please notify us.

*Don't meet all the criteria? Above all, we value your passion, commitment, and desire to grow. We encourage applications from candidates who reflect the diversity of our communities. We strongly encourage applications from Black, Indigenous, and racialized people, newcomers, gender-diverse individuals, and members of other equity-deserving groups. If you are comfortable, you are welcome to indicate in your cover letter if you identify as a member of an equity-deserving group. This information will be treated with the utmost confidentiality and is voluntary.*