



# EMPLOYMENT OPPORTUNITY

## FULL TIME EARLY LEARNING COORDINATOR

Salary: \$40,000 - \$45,000

**The Early Learning Coordinator** will provide quality care and supportive programming to families with young children ages 0 – 6 years of age. This will be accomplished by designing, developing, delivering and evaluating programs for children (0-6yrs.) alongside their parents and/or caregivers. These programs will be culturally appropriate, land and language based, and will focus on resilience and positive coping techniques.

### RESPONSIBILITIES:

- Plan, carry out and assess appropriate activities and experiences in harmony with the goals of this program and Anishinabek values and philosophy;
- Establish and carry out a schedule that incorporates child and family activities;
- Organize space, equipment and materials before activities;
- Assist children in expressing themselves by listening and responding with questions or comments that extend conversations;
- Use a variety of teaching techniques including modelling, observing, questioning, demonstrating and reinforcing;
- Plan and carry out experiences that foster an understanding of Anishinabek culture and value system;
- Plan and carry out activities that encourage problem-solving and managing disappointment;
- Participate in short and long term planning and evaluation including staff reviews;
- Learning and use the activities and skills provided to assist children in developing the necessary coping skills for addressing unique life issues;
- Report immediately all incidents or indicators of child abuse as required by law to the proper child welfare authorities;
- Ensure referrals will be completed for those children, youth and parents who require additional resources or services; and
- All other duties as assigned.

### QUALIFICATIONS:

- Diploma in Early Childhood Education or work experience in delivering programs to children aged 0 – 6 years;
- Knowledge of social programs and curriculum delivery;
- Knowledge of unique needs of WRFN children and families;
- Experience working with families and children;
- Excellent group facilitation, verbal, written and interpersonal communication skills;
- Knowledge of Anishinaabe culture, communication styles and value systems;
- Must maintain a valid Standard First Aid Certificate and CPR;
- Proven computer skills in word processing and spreadsheet software;
- Valid Ontario Driver's License and access to a reliable vehicle;
- Ability to travel and to work flexible hours according to the needs of WRFN families and children; and
- Willingness to work flexible hours.

**Applications will be accepted via email, fax, and mail or in person to the attention of:**

#### **CONFIDENTIAL:**

**Andrea McGregor, Human Resources Coordinator**

Whitefish River First Nation; 17-A Rainbow Ridge Road; P.O. Box 188; Birch Island; ON P0P1A0

Email: [andream@whitefishriver.ca](mailto:andream@whitefishriver.ca); Fax: (705)285-4532

Applications must be submitted by **Sept. 30<sup>th</sup>, 2019** by 4:30 p.m. and must include the following;  
Cover letter, current resume, and 3 reference names (with contact information).

Successful candidates must submit an original/current copy of their Vulnerable Sector Screening Check prior to employment.  
*We thank all who apply, however only those applicants selected for an interview will be contacted.*