



EARLY LEARNING COORDINATOR

EMPLOYMENT OPPORTUNITY



Term: Full time (37.50 hours per week)
Salary Range: \$40,864 – 49,834 / year
(Subject to education and/or experience or a combination of both)

The Whitefish River First Nation / Maamwe Kendaasing Early Learning Centre invites applications for an Early Learning Coordinator. This position will provide learning activities and experiences for parents and caregivers of young children from ages 0 – 6 years of age.

RESPONSIBILITIES:

- Plan, deliver, collaborate and assess appropriate learning activities and experiences for children 0-6 years of age and their parents and or caregivers.
- Assist families with various transitions, including transition to elementary school settings
- Providing coaching, role modelling, and mentorship to early learning environment.
- Building capacity through professional learning opportunities to the community at large; along with utilizing local elders, facilitators and knowledge keepers.
- Providing support to families by assisting with accessing community resources, linkage to family networks.
- Establish and carry out a schedule that incorporates child and family activities throughout the year.
- Use a variety of teaching techniques including modelling, observing, questioning, demonstrating and reinforcing;
- All other duties as assigned.

*For a complete Job Description, please email: hrmanager@whitefishriver.ca

QUALIFICATIONS:

- College Diploma in Early Childhood Education.
- Current member in good standing with the College of ECE's.
- Minimum two years of experience working with children 0-6 years of age, families and communities in early learning environments.
- Combination of relevant experience, education, and training will be considered.
- Experience with group facilitating would be an asset.
- Must have a Valid "G" License with access to own vehicle.

KNOWLEDGE, SKILLS & ABILITIES:

- Knowledge of Indigenous culture, traditions and language (or willingness to learn).
- Familiarity with the following curriculum/resources:
 - How Does Learning Happen? Ontario's Pedagogy for Early Years.
 - Emergent Curriculum, Play Based Learning, for Early Years.
- Providing coaching, role modeling, and mentorship to early learning environments.
- Building capacity through providing professional learning opportunities to the community at large.
- Developing/Presenting professional learning reflective of family and community current needs.
- Adhering to all applicable organization and childcare policies and procedures.
- Demonstrate proficiency in word processing and electronic data management systems.
- Efficient time management skills, including maintaining your own schedule and competing priorities.

OTHER REQUIREMENTS:

- Must provide an up to date and clear Police Vulnerable Sector Screening Check and medical clearance upon hire.
- Valid First Aid and CPR Certification (or must update upon hire).

Applications must be submitted by: September 14th, 2023 at 12:00 p.m.

Interested applicants must submit a current resume, cover letter, three (3) work related references (with contact information) and applicable education diplomas/certifications to:

CONFIDENTIAL: EARLY LEARNING COORDINATOR

Whitefish River First Nation
17-A Rainbow Ridge Road, P.O. Box 188
Birch Island, ON P0P1A0
Email: applications@whitefishriver.ca Fax: (705)285-4532

Miigwetch to all who apply, however only those applicants selected for an interview will be contacted.