

Job Description: Coordinator

DEPARTMENT: Child and Family Development

PAY BAND: 3

PREPARED BY: Michelle Winterburn

APPROVED BY: Fiona Cascagnette

PLACEMENT: (FT/PT/Contract)

PAYROLL CODE: CORRPSH/CORRPSS/CORSAH/CORSAS

DATE: August 18, 2014

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General Function

Under the direction of the Manager or Supervisor, the Coordinator gives leadership and supervision to YMCA Staff and volunteers and is accountable for the overall operation of the Child Care Centre, ensuring adherence to the Mission, Vision and Values of the YMCA, Quality Assurance Statement, curriculum standards as well as all legislative requirements set forth by the Ministry of Education, Municipalities, Public Health and Fire Chief.

Specific Duties and Functions

The following duties are typical for this position. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Models appropriate and professional behaviours in line with our Mission, Vision and Values
- Establishes rapport and maintains effective relationship building behaviours
- Understands and participates in YMCA philanthropic commitments, imparts this knowledge upon staff, volunteers, families and the community, connects with families and offers opportunities to give, either financially or their personal time, including participation in special events within the centre and the community
- Demonstrates strong support and commitment to community activities, representing the YMCA in a professional manner
- Shares resources and assists other centres as requested
- Self manages on-going professional development;
 - Responsible for achieving successful completion of all required trainings in first year of employment which could include YMCA Playing to Learn curriculum phase one trainings, CATCH, YMCA Healthy Child Development
 - Attend other YMCA Child and Family Development training programs as required
- Follows the supervision and guidance of their supervisor. Discusses policy or liability with direct supervisor as required.
- Develops and sustains good working relationships with provincial and municipal authorities including but not limited to:
 - MEDU Program Advisors
 - Public Health Inspectors
 - YMCA Canada Play in Action Auditors
 - School Board and Community Partners
- Work with, lead and evaluate volunteers and placement students
- Understands and is sensitive to the diversity of the community

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- Works to maintain active and effective communication and information networks within the centre, the staff team and with community agencies working with individual children and families
- Adherence to the YMCA Child Protection Policies and Procedures
- Seeks opportunities to deepen connections and increase engagement of parents and children in care, providing further opportunities to get involved in other YMCA programs
- Adherence to all provincial and federal legislation relevant to job description

PROGRAM:

- Demonstrates thorough knowledge of the regulations and operating standards and ensures centre is run in accordance to all directives, legislations, guidelines and policies of:
 - MEDU Day Nurseries Act Licensing
 - Department of Health and municipal by-laws and regulations
 - Board of Education Occupancy Standards
 - Employment Act Legislation
 - Ontario Legislation as applicable to the reporting of Abuse
 - YMCA Standards, Guidelines and Policies
- Understands and mentors centre team providing strong leadership to implement a safe, accessible, quality, child-centered, early childhood program in relation to:
 - YMCA Core Values
 - YMCA Playing to Learn Curriculum Standards
 - YMCA Child and Family Development Standards
 - YMCA of Simcoe/Muskoka School Age Program Direction
 - Early Childhood Education Principles and Best Practices
 - Community Needs
 - Professional Standards
 - Research
- Ensures program plans and centre environments address each child's identified needs, stage of development and interests, assisting children to make developmental progress. Communicates to parents on children's developmental progress and supports staff in doing so.
- Supervises initial entry of each child into the child care classroom including registration process
- Identifies and seeks support to act on opportunities for program enhancement
- Give leadership to and works with centre staff to maintain a well organized, accessible, safe and clean child care facility including classrooms, playground, washrooms, cubicles and equipment.
- Develops positive relationships and collaborative partnerships with families. Understands each family's specific needs and plans for successful outcomes
- Ensure the regular implementation of program quality evaluation tools

PUBLIC RELATIONS:

- Provide orientation tours of centre for new families
- Establish and maintain Parent Advisory Committee
- Ensure that Parent/Teacher interviews are conducted annually or as needed

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- Ensure the regular use of multi-medium communication to and from families

HUMAN RESOURCES AND LEADERSHIP RESPONSIBILITIES:

- Orients, trains, mentors and supervises all centre staff, students and volunteers
- Gives leadership to monthly staff meetings
- Follow YMCA hiring procedure when selecting child care staff
- Adheres to all YMCA Human Resources guidelines
- Conduct ongoing performance appraisals and individual coaching sessions as required

ADMINISTRATION:

- Responsible for the administration of accurate daily health checks, attendance records and administration of medication as authorized.
- Assists in maintaining children's file information, ensuring file and emergency cards are up to date.
- Complete program plans, reports, documentations, daily logs, incident reports as required and follows up with supervisor and parents when appropriate
- Occasional use of computers for administrative support purposes (typing documentations, communication articles, newsletters)

Job Knowledge and Qualifications

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

- Early Childhood Education Diploma, Equivalency or MEDU Director's Approval
- Registered member of the College of Early Childhood Educators
- Minimum of two years' experience working in child care
- Current First Aid and CPR Level C Certification
- Current Immunization Record and Medical Note confirming fit to work in a Child Care
- Skilled in the application of Microsoft Word and Excel
- Capacity to work within a team and be part of a large multi-service, charitable Association
- Flexibility regarding assigned working hours, particularly regarding split shifts
- Ability to establish rapport and demonstrate excellent written and verbal communication skills with children, families, staff, volunteers, community agencies, MEDU representatives, Health and Fire Departments
- Experience and sensitivity in dealing with all members of different cultural and racial backgrounds, including visible and invisible dimensions of diversity
- Safe Food Handlers
- Child Protection orientation
- AODA training
- Health & Safety Awareness training
- Bill 168 (Violence & Harassment in the Workplace) training
- PCI Compliance
- Mandated training is required before or shortly after commencement of work

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- Clear Police Reference Check and Vulnerable Sector Screening
- Must be able to work flexible hours based on client needs

Core Competencies

- **Commitment to Organization Vision and Values:** Demonstrates and promotes a personal understanding of and appreciation for the mission, vision, strategic outcomes and values of the YMCA. Articulates the uniqueness and holistic nature of the YMCA philosophy, mission and vision. Seeks opportunities to fulfil the philosophy of the Association inside and outside of immediate job responsibilities.
- **Philanthropy:** Demonstrates an understanding and appreciation of the role of Philanthropy in achieving the YMCA's mission.
- **Volunteer Stewardship:** Understands the important role volunteers play in our Association. Contributes to a welcoming and supportive environment for all volunteers, and demonstrates appreciation for their commitment.
- **Leadership:** Motivates and inspires self and others to take action to achieve desired outcomes
- **Problem Solving:** Identifies an issue, gathers and processes relevant information coming up with possible solutions, selecting appropriate responses, and implementing them
- **Results Oriented:** The ability to manage and lead to achieve and exceed identified goals
- **Sense of Community:** Demonstrates an awareness and understanding of communities and responds to their needs
- **Planning and Organizing:** Establishes a clearly defined and effective course of action for self and others to accomplish short and long term work goals.
- **Teamwork:** Participates actively in a team for organizational effectiveness.

Relationships

Reports to: Manager

Subordinate Staff: RECEs and/or Assistant Teachers, Volunteers

Internal contacts: Human Resources, Supervisors, coordinators

External contacts: Parents, suppliers, school board staff

Effect On End Result and Organization

- If MEDU/Day Nurseries Act guidelines are not maintained, child care license could be revoked
- Complying with all legislation, guidelines and policies contribute to:
 - Positive reputation of the YMCA and YMCA Child Care in the community
 - Steady growth of enrollment and increased revenue
- Neglect, inappropriate employee practices and/or improper sanitation practices could lead to injury, illness, allergic/medication reactions or misbehavior
- Lack of budget management could result in not being fiscally viable which could result in poor quality program, reduction of staff hours of work, job loss or centre closure.

Physical Demands and Working Environment

The conditions herein are representative of those that must be met by an employee to successfully

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perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- **Environment:** Busy child care center.
- **Physical:** Standing for extended periods, most of a 7.5 hour shift, must be able to pick up and carry children up to 35lbs, bending , lifting, crouching, kneeling, sitting, kneeling or sitting on the floor for extended periods of time, assisting children with playing, had washing, putting toys away, walking and running with children in the play ground.