

Family Centre Coordinator

Yellowknife YWCA

Task List

2023-07-31 14:51:04

Summary:	Responsible for the YWCA's Family Centre drop-in program and Toy Lending Library for ages 0-6yrs old. Directs the centre, plans and implements programming.		
Location:	unknown	Group:	Active
Department:	Child and Youth	Family:	N.A.
Scenario:	active	Reports To:	Family and Youth Team Lead/Project Child Recovery Coordinator
Job Id:	23	Last Update:	2023-04-18

Tasks:

Management

1. Ensures programs and services are culturally sensitive, timely and delivered by trained staff and/or volunteers.
2. Ensures programs are evaluated against outcomes.

Program Management

3. Oversees and leads the Family Drop In Centre and Toy Lending Library.
4. Liaises with other community agencies to promote program(s) and identify needs and coordinates the provision of program/services
5. Provides input into program structure and development and policies
6. Monitors and maintains a budget
7. Assist the Supervisor in the development, review and updating of policies and procedures.
8. Researches and develops programs and materials for groups and program participants
9. Resolves problems and complaints from clients, the community and/or funders.
10. Prepares monthly schedules and menu, outings and gross motor play times

Administration

11. Oversees and deals with all aspects of the Toy Lending Library from reservations, overdue items and obtaining new items. Also delivers for those unable to travel.
12. Maintains written and computerized records, compiles reports and completes other program documentation.
13. Approves and codes all purchases and visa charges
14. Attends regular team meetings and training sessions to contribute to the identification and resolution of trends or issues that will affect the program and to support funding agency requirements.
15. Completes daily report journal.
16. Completes incident reports when required.
17. Inputs information into computer software programs.
18. Makes suggestions to Supervisor for purchase of equipment and supplies.
19. Monitors and purchases equipment and supplies for program after approval and within approved budget ensuring sufficient supplies are available for all program clients and delivers to site(s).
20. Takes registrations if needed and takes daily attendance.
21. Provides communication support to clients and visitors, supporting a positive reputation for the YWCA in the community.

Childcare

22. Provide the children with creative program activities and crafts daily.

Childcare

23. Ensures the safety of participants during outdoor activities.
24. Play with children and encourage their participation during program hours.
25. Communicates with parents regarding their children.
26. Ensures the children play safely and keeps area clean and tidy
27. Helps children and/or parents resolve issues that arise during program hours and refers them to senior staff if additional support is required.
28. Plans and implements creative activities for children.
29. Provide snacks, keeping in mind allergies and ensure tables are clean.
30. Ensure program toys and equipment are in good repair.

Health, Safety & Security

31. Ensures adequate health and safety measures are in place and appropriate to respond to emergencies, medical needs and safety needs of clients.
32. Ensures the program safety policies are followed at all times and maintains safe practices while working including having a clear escape plan if needed. .
33. Keeps aware of YWCA NWT health and safety policies and requirements and maintains safe practices while working.
34. Monitors potential risk conditions and takes action to reduce the likelihood of harm to children and/or their families while in the program(s).
35. Administers first aid and provides clients access to their medications according to prescriptions and agency policy.
36. Reports all incidents of suspected abuse to supervisor and follows YWCA NWT protocols.
37. Review all children' information packages to be aware of allergies, health concerns or disabilities.
38. Clear criminal records check and vulnerable sector check.
39. Updated immunization records.

Human Resources

40. Coordinates and approves work schedules and verifies attendance and time sheets for staff at assigned work location(s).
41. Oversees students and volunteers assigned
42. Provides work direction and support to casual staff if Supervisor unavailable or as directed.

Other

43. Provides back up support for other Child and Youth Coordinators and programs.
44. Maintains first Aid and CPR certification
45. Performs other tasks as assigned by the Supervisor.
46. Complies with YWCA NWT policies and procedures.
47. Must have clear criminal record and vulnerable sector check and proof of vaccinations.

Skills & Knowledge

48. Post secondary Early Learning and Childcare Diploma or equivalent
49. Minimum two years of experience in childcare field, including supervising
50. Understanding of the Child care Act and ECE regulations
51. Excellent interpersonal skills.
52. Good verbal and written communication skills.
53. Knowledge of and ability to work with persons of varying cultural backgrounds.
54. Good supervisory skills
55. Knowledge of YWCA NWT policies and programs.
56. Strong understanding of personal boundaries and able to be assertive to maintain and enforce boundaries.
57. Good judgement and decision making skills.
58. Proficiency in Microsoft Suite and adept at using data entry software including cloud storage systems - an asset
59. Good computer and keyboarding skills.

Skills & Knowledge

60. Ability to work independently with minimal supervision.
61. Knowledge of universal health precautions to protect clients and staff from the transmission of infectious diseases.
62. Must be dependable.
63. Ability to implement planned activities and programs.
64. Current First Aid/CPR certification.
65. Good record keeping skills and attention to detail.