

Job Description

Day Care Coordinator

PURPOSE OF THE POSITION

(The main reason for the position, in what context and what is the overall end result)

The Daycare Coordinator is responsible for developing, delivering and managing the Daycare Program in order to ensure a safe, developmentally appropriate environment for children.

SCOPE

(The way that the position contributes to and impacts on the organization)

The Daycare Coordinator will be responsible for a program to care for young children. He/she must ensure the development and safety of these children in accordance with relevant federal, territorial and Band legislation, policies and procedures. The Daycare Coordinator will ensure that staff are respectful of children and parents, and that equipment and facilities are clean, safe and well maintained. The Daycare Coordinator will monitor and record the numbers of children participating in the program, costs of equipment and supplies, and other expenses, and any other information, as required. The Daycare Coordinator is responsible to keep current, accurate and confidential client and program files. The Coordinator will manage the Daycare budget, report on expenditures and revenues and supervise daycare staff.

Failure to provide adequate services may result in an unsafe or unfit environment for children and/or financial mismanagement for the operation of the daycare.

RESPONSIBILITIES

(Major responsibilities and target accomplishments expected of the position including the typical problems encountered in carrying out the responsibilities.)

1. Develop and implement a program for young children

Main Activities

- Plan and implement activities to meet the physical, emotional, intellectual and social needs of the children in the program
- Ensure the provision of nutritious snacks and lunches
- Provide adequate equipment and activities
- Ensure equipment and the facility are clean, well maintained and safe at all times
- Provide weekly and monthly schedules of activities
- Develop culturally appropriate programs and activities
- Develop activities that introduce math and literacy concepts
- Establish policies and procedures including acceptable disciplinary policies
- Be familiar with emergency procedures
- Develop after school care programs for older children

2. Supervise and develop daycare staff

Main Activities

- Recruit and hire daycare staff
- Supervise, coach and encourage staff
- Evaluate staff performance
- Take corrective action when necessary
- Assess training needs
- Provide opportunities for training and development

3. Manage the administration of the daycare program

Main Activities

- Keep parents informed of program expectations, program activities and their child's progress
- Develop and maintain current, accurate and confidential client files
- Prepare and monitor the daycare budget
- Approve purchases within established spending limits
- Receive and record daycare fees
- Develop monthly and yearly statistics about number of participants, costs of equipment, supplies and maintenance

4. Supervise children in the day care

Main Activities

- Ensure children are supervised at all times
- Provide various experiences and activities for children including songs, games and story telling
- Provide opportunities for sleep and rest time
- Build children's esteem
- Establish routines and provide positive guidance
- Provide a safe and secure environment for children to feel comfortable
- Implement positive discipline when required
- Clearly and effectively communicate in a manner that children understand

5. Perform other related duties as required

KNOWLEDGE, SKILLS AND ABILITIES

(The knowledge, skills and attitudes required for satisfactory job performance)

Knowledge

The incumbent must have proficient knowledge in the following areas:

- ✓ child development theories and practices
- ✓ safe and appropriate activities for children
- ✓ relevant legislation, policies and procedures to ensure that children are supervised and safe at all times
- ✓ financial management
- ✓ human resources management
- ✓ child program development, implement and evaluation
- ✓ an understanding of the northern cultural environment

Skills

The incumbent must demonstrate the following skills:

- ✓ team building skills
- ✓ supervisory skills
- ✓ analytical and problem solving skills
- ✓ decision making skills
- ✓ effective verbal and listening communications skills
- ✓ stress management skills
- ✓ time management skills
- ✓ financial management skills
- ✓ human resources management skills
- ✓ administrative skills

Personal Attributes

The incumbent must maintain strict confidentiality in performing the duties of Day Care Coordinator. The incumbent must also demonstrate the following personal attributes:

- ✓ be respectful
- ✓ possess cultural awareness and sensitivity
- ✓ be flexible
- ✓ demonstrate sound work ethics
- ✓ be consistent and fair
- ✓ be compassionate and understanding
- ✓ be able to build esteem while ensuring a safe and secure environment

WORKING CONDITIONS

(The unavoidable, externally imposed conditions under which the work must be performed and which create hardship for the incumbent including the frequency and duration of occurrence of physical demands, environmental conditions, demands on one's senses and mental demands.)

Physical Demands

(The nature of physical effort leading to physical fatigue)

Caring for children can be physically demanding. The Daycare Coordinator may be lifting and carrying children and equipment, and may spend time sitting on the floor or child sized furniture. The Daycare Coordinator will be expected to clean and maintain equipment and facility, and may move throughout the community with children. The Daycare Coordinator may come in contact with children who are ill and/or contagious, and must take precautions to ensure the health and safety of all children, parents, staff and themselves.

Environmental Conditions

(The nature of adverse environmental conditions affecting the incumbent)

The Daycare Coordinator will be working in a busy and occasionally noisy environment. There may be a number of activities and situations happening at once, and the Daycare Coordinator will have to supervise all children at all times.

Sensory Demands

(The nature of demands on the incumbent's senses)

The Daycare Coordinator may experience smells associated with toileting and children who are ill. There may be times that the environment is noisy and busy.

Mental Demands

(Conditions that may lead to mental or emotional fatigue)

Caring for children can be stressful. The Daycare Coordinator must ensure that children are supervised at all times, and that children are involved in safe and appropriate activities. There may be a number of situations happening at once, and the Daycare Coordinator must be prepared to handle accidents and emergencies at any time. As well, the Daycare Coordinator will be responsible to administer and manage the program, activities, equipment and supplies, and the facility.

CERTIFICATION

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Employee Signature	Supervisor's Title
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Printed Name Date	Supervisor's Signature Date
I certify that I have read and understand the responsibilities assigned to this position.	I certify that this job description is an accurate description of the responsibilities assigned to the position.
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First Nation Administrator Signature Date	
I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure.	

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.