



Prince George Native Friendship Centre

Job Posting

Job Title: Prince George Aboriginal Headstart Coordinator
Department: Family Wellness Programs
Reports To: Director of Family Wellness Programs

JOB SUMMARY:

Reporting to the Director of Family Wellness Programs, the successful applicant will be responsible for human resource management, as well as the program delivery and development for the Prince George Aboriginal Head Start licensed preschool program. The coordinator must: consistently contribute to the delivery of the six AHS components, provide a safe program/environment, maintain Community Care Licensing Regulations, WCB and Labor Code standards, and attend PAC meetings, staff meetings, and PGNFC Quarterly and Coordinator meetings. The successful applicant will assist and advocate for families, as well as maintain accurate documentation regarding waitlists. The successful applicant is also responsible for coordinating staff training opportunities, sits on the Board of the Aboriginal Head Start Association of B.C, and ensures all reporting as required by the Public Health Agency of Canada, CCOF and our host agency, is submitted in a professional and timely manner.

QUALIFICATIONS:

- Post secondary degree in Early Childhood Education, First Nations Studies, or Child and Youth
- Current ECE License preferred
- Criminal Record and Medical Clearances
- Valid Child Safe First Aid/CPR certification
- Compliance with Immunization Program of Ministry of Health
- Ability to connect positively within a child-centered environment including parental and community involvement
- Three years experience in human resource management in a child care setting
- Demonstrated experience in managing budgets
- Class 4 driver's license & abstract or willing to obtain one
- Ability to work with families as an advocate and/or referral source.
- Maintain accurate waitlists.
- Strong organizational and time management skills are required
- Must have an understanding of Aboriginal cultures/history and realities
- Must have strong oral, written, and interpersonal, communication skills
- Must possess proficient computer skills
- Must be flexible and able to act in a calm and caring manner in unforeseen circumstances
- In-depth knowledge of the Community Care Facility Licensing Regulations

To apply please submit a resume, cover letter and three references to:

Employment Services Unit
Prince George Native Friendship Center
#21-1600 Third Avenue
Prince George, BC
V2L 3G6
Fax: 563-5627
Email: employment@pgnfc.com

Applications will be accepted until Noon on Friday, February 12th, 2010.

No telephone inquiries please.

We thank all applicants, however, only those selected for interviews will be contacted.