



**FAIRFIELD GONZALES**  
COMMUNITY ASSOCIATION  
the place to connect

**Position:** Early Years Coordinator

**Salary range/Hours of work:** \$22.50-23.50 per hour, 30-32 hours per week

**Benefits:** 2 weeks paid vacation (to start), Extended Health and Dental, \$50 per month travel stipend and a work cell phone

**Responsible/ Reports to:** Co-Executive Director

### **Overall Position Objectives**

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The Early Years Coordinator's role is a new role to the FGCA which has been created in response to our growing Early Years Programs. The vision for the role is to create a position that can solely focus on creating a collaborative, innovative and inclusive environment within our Early Years Programs. The Early Years Coordinator will act as a liaison and provide supervision and support to management staff as well as all front line Early Years staff.

The Early Years Coordinator will plan and deliver high quality, client centered child care and family services and act in accordance with the FGCA policies and procedures as well as within the requirements of all governing agencies by:

- Encouraging involvement from our Early Years families in Association activities
- Encouraging cross-department collaboration between the Early Years programs and all other programs.
- Maintaining a general knowledge of Fairfield Gonzales Community Association's services and programs
- Maintaining rules and regulations to create a comfortable atmosphere
- Attending staff meetings, and other community meetings, when necessary
- Being prepared to offer other program areas support in the absence of the program coordinator which may include supervision, consultation and possible on call responsibilities
- Supporting related FGCA activities and special events and generally promoting the mission of the association

### **Specific Job Duties and Responsibilities**

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#### **Early Years Coordinator**

- To oversee the operation of two Preschool Programs, Family Programs and the All Day Child Care Program so as to maintain their effectiveness and fiscal viability as quality childcare programs
- To lead a team of 8-9 Early Childhood Educators by support their program delivery
- To lead the planning, ongoing development and implementation of low-cost or donation-based family oriented programs (Parent and Tot; Laugh, Learn & Lunch; Kindergym; Babywearers Meet-up) for children aged birth to 6 years.
- To be responsible for legal and licensing compliance and adequate equipping of the facilities that house FGCA early years programs in collaboration with the FGCA Facility Coordinator

- To be an advocate for the participants (children and caregiver) with particular attention to participants with special needs or circumstance which increase their barriers to service
- To create collaboration between programs that takes into consideration all the different programs' needs and visions
- Fostering autonomy within each individual program

#### **Promotion/ Public Relations**

- Responsible for community-based program promotion to ensure adequate registration for fee-based childcare spaces including use of Active Living Guide and FGCA website and in house publication
- Agency representative to childcare networks, CAPC (Community Action Program for Children), and other community bodies, as designated by your supervisor.

#### **Financial Management and Reporting**

- Maintain compliance and effectiveness in collection, reporting and recording of monthly fees and revenues from parents and government sources
- Responsible to identify possible funding opportunities and partnerships and application for appropriate grants and sponsorships
- Prepare and submit periodic reports to funders (MCFD, CAPC)
- Provide program area reports for FGCA records
- Participate in annual budget development

#### **Personnel**

- Direct supervision of program managers and frontline family programs staff including recruitment, hiring, orientation and evaluation of their performance
- Responsible to ensure adequate staffing levels as mandated by regulatory bodies
- Create opportunities for staff training to ensure quality programs for participants
- Support program managers in the recruitment, supervision and evaluation of frontline staff
- Preparation and annual review and revision of staff and parent handbooks for the FGCA early years programs
- Identify, recruit, train and support practicum students for early years programs as appropriate and in consultation with program managers

#### **Communication**

- Daily communication with other coordinating staff and Co-Executive Director
- Contact point for enquires and concerns for early years programs offered by the FGCA
- Conduct ongoing needs assessments and evaluation of programs
- To be an advocate for caregivers and their children keen to participate with circumstances which increase their barriers to service

#### **Qualifications (Education / Skills/ Abilities)**

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- Valid ECE Certificate
- Relevant work experience with children aged 0-5 in a licensed child care setting
- Relevant work experience supervising a team of staff

- Self-directed and confident when delivering quality early years programs
- Excellent inter-personal and customer service skills
- Solid record management skills
- Solid computer skills including experience with server based network and MS Office
- Strong written and oral communication skills
- Standard First Aid and CPR (C)
- Criminal Record Check
- Record of immunization
- Minimum 19 years of age

### **Working Conditions**

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- Open work space, noisy public access point
- Regular interruptions by co-workers, program participants, public
- May have to support program delivery

***Revised: June 2018***