



Young Parent Program Coordinator

Today “N” Tomorrow Learning Society is currently seeking a Young Parent Program Coordinator who's positive, fun, driven, and always takes initiative.

JOB SUMMARY

The Coordinator of the Young Parent Program reports directly to the Executive Director and is responsible for administrative and other coordinating tasks related to the daily function of the Today ‘N’ Tomorrow Young Parent Program. This position also contributes to the effective functioning of the society team, in conjunction with the Manager of the childcare programs.

The Today ‘N’ Tomorrow Program is an education-based young parent program that provides educational, childcare, outreach, health and parenting support to young parents in School District #71, who wish to continue or renew their education.

SPECIFIC DUTIES AND RESPONSIBILITIES

Families and the Program

- Supporting pregnant & parenting teens to high school graduation (completion) by being a responsible role model and connecting with them to meet their individual needs
- Interacting with parents and children in a supportive, respectful manner
- Assisting with transportation
- Facilitates a credited parenting class in conjunction with the school counsellor
- In conjunction with the manager and executive director, orientates young parents into the Young Parent Program to ensure a smooth transition into the program
- Connects with prospective young parents in the community and initiates raising the profile of the program and organization in the community
- Maintains a wait list as needed
- Coordinates a Hot Lunch Program for the young parents and their families
- Coordinates transportation as needed

Facility and Environment

- Purchases equipment, groceries, and supplies for the Young Parent Program
- In conjunction with the Managers, ensures the Young Parent Program responsibilities are performed in a timely manner. Eg: garden

Administration

- Is familiar with Teddies 'N' Toddlers Childcare Centre and Little Friends Early Learning Centre policies and procedures
- In conjunction with managers and executive director, ensures Young Parent Program records and registration duties are completed
- Has a working knowledge of the Provincial Child Care Facility Licensing Regulations
- Is responsible for ensuring that Young Parent Program statistics, evaluations and year end reports are completed in a timely manner and distributed
- Facilitates Young Parent Program team meetings and ensures up to date minutes are kept

General Requirements

- Functions as an integral member of a team within the Young Parent Program and the Today 'N' Tomorrow Learning Society
- Ensures the coordination of the 4 components of the Today 'N' Tomorrow Program
- Maintains cooperation and communication with other agencies eg: School District #71, Ministry of Children and Family Development, Vancouver Island Health Authority etc.
- Follows the society and childcare centre philosophies, goals, objectives and guidelines
- Act as an advocate for the Today 'N' Tomorrow Program. Both locally and regionally
- Develops public relations, acts as community liaison and uses publicity, as required
- Maintains confidentiality regarding all individuals involved in the society
- Assists with fundraising ventures as required, in conjunction with the society
- Coordinates special events, as required in conjunction with the society
- Maintains an open, accepting, supportive and respectful manner towards all individual involved in the program
- Communicates wants and needs, both personal and program to the society board
- Completes personal timesheet and related documents in a timely manner
- Participates in professional development, as able
- Participates in staff and team meetings, as required
- Maintains vehicle in good working condition with business and 5 million liability insurance (reimbursed for mileage and additional cost of insurance)
- Answers the telephone in a professional manner, forwarding calls or taking written messages as required
- Performs other related duties as assigned by the society
- Substitutes in the childcare centre when required, when possible and if qualified

JOB QUALIFICATIONS

Education/Experience

The following qualifications are required but an equivalent combination of training and experience may be accepted

- Diploma in Early Childhood Education/Bachelor of Child and Youth Care or related field
- Minimum two years' experience working with youth and preferable young parents
- Experience working with an interdisciplinary team
- Minimum two years' experience with group work
- Knowledge of child development
- Current Emergency Child Care First Aid or equivalent

Required Skills/Abilities

- Ability to establish and maintain harmonious relationships with all individuals involved with The Today 'N' Tomorrow Program
- Ability to relate to young parents and their individual circumstances in a supportive manner
- Ability to deal with stressful situations, remaining calm while ensuring everyone is treated with respect and dignity
- Ability to work as an effective and interactive society team member
- Ability to advocate for the program and the families it serves
- Strong organizational skills
- Strong oral and written communication skills

Additional Requirements

- Current Criminal Record Review, resulting in a "no-risk" rating
- Current Driver's License, clear driver's abstract

Please send a cover letter and resume to admin@tntls.com if you feel you would be a great fit to our team.

Only those being considered for the position will be contacted.