



CHIPPEWAS OF NAWASH UNCEDED FIRST NATION

Early Childhood Co-ordinator Band Member Preferred



Program:	Nshiime Child Care Centre
Reports To:	Nshiime Child Care Supervisor
Term of Employment:	Permanent – Full-time or Part-time; or Temporary – Full-time or Part-time
Wage:	\$27.91 - \$34.70 per hour (2025-26)
Hours of Work:	37.5 hours per week

JOB PURPOSE

The Early Childhood Co-ordinator – Journey Together will work in collaboration with all the programs that service 0-6 years of Neyaashiinigiimig and build relationships with services in the surrounding area. They will work towards ensuring that there are no gaps in service and that the families are supported through culturally appropriate programming, training opportunities, early intervention, and improved access. They will also be required to organize regular meetings with 0-6 community service providers and offer on-going support and training opportunities for front line workers.

KEY DUTIES AND ACCOUNTABILITIES

- Willingness to take all reasonable and necessary precautions to ensure personal health and safety as well as that of fellow employees.
- Plan and deliver the family service program that services families with children from 0-6 years in the community
- Organize community events and activities
- Host community engagement workshops for families in the community. This often involves going on a trip and/or spending time outside and can be during the daytime or evening
- Organize childcare options for community events targeted at parents and guardians
- Assist in creating recruitment and retention strategies for Registered Early Childhood Educators within the First Nation
- Plan and deliver events or strategies to provide motivation to staff members
- Organize team building events with a focus on mental and physical wellbeing
- Actively seek and plan for guest speakers for specific events
- Manage monthly/yearly budget with the supervision of Child Care Centre Supervisor
- Maintain record keeping and track all purchases
- Maintain and organize calendar and plan for up to a year
- Fulfil the supervisor role when needed

REQUIREMENTS

Education and Experience:

- Early Childhood Education (E.C.E.) Diploma from an accredited College or University or equivalent and Social Services Diploma
- Must have one (1) year supervisory experience
- Must have two (2) years experience working with families and/or children age 0-6
- Must have proven experience working with First Nations Communities

Knowledge, Skills & Abilities:

- Working knowledge of computer programs, ie. Microsoft Suite
- Ability to work co-operatively with others as a team member
- Strong organizational skills
- Must be reliable and motivated
- Ability to incorporate Anniishnabemowin and Culture into program

Designations, Licences & Requirements:

- Willingness to provide results of Criminal Background and Vulnerable Sector Police Check
- Must have First Aid and CPR or willingness to obtain
- Willingness to provide a current Immunization Record and results of a recent TB test

PROBLEM SOLVING & COMMUNICATION

- Excellent oral and written communication skills
- Effectively handle a variety of communication and behaviours of community members
- Ability to be the liaison between the Child Care Centre and the community

DECISION MAKING & IMPACT

- Ability to work with minimum supervision
- Responsible for planning activities and guest speakers that will directly interact with the community

WORKING CONDITIONS

1. Physical Demands – This position requires incumbent to stand for long periods of time, some crouching/kneeling, leaning, bending over, and lifting of various objects up to 40 pounds.
2. Environment – Moderate exposure to outside encountering adverse weather conditions, safety hazards and temperature extremes. Minimal exposure to potential hazards within the childcare centre (ie. Cleaning supplies).
3. Mental Effort – This position is based in a fast-paced environment. Continuous periods of quick thinking for frequent handling of difficult situations that some may find stressful.

4. Position Type/Expected Hours of Work - 37.5 per week full time position, with flex time as some weekends and evening will be required

This job description is intended to convey information essential to understanding the scope of position and it is not intended to be an exhaustive list of experience, skills, efforts, duties, responsibilities or working conditions associated with the position.

I hereby acknowledge and agree to comply with the above description necessary to fill the position.

Employee Name	Employee Signature	Date

Supervisor Name	Supervisor Signature	Date