



Children's Program Coordinator

This 28 hours per week position has a starting salary of \$24.64 per hour.

The Children's Program Coordinator will oversee the day-to-day operations of PIRS Children's programs including staff assignments and direction to ensure that PIRS's goals, and objectives are being met.

KEY RESPONSIBILITIES:

- Coordinate PIRS' Children's programs including the Vancouver Early Years Refugee Program, Family Literacy Storytime and Childcare programs.
- Provide day-to-day supervision to ECE program staff.
- Ensure that proper documentation is completed and up-to-date and implement PIRS Personnel and Program policies.
- With Program Manager, ECE staff and other stakeholders, develop curriculum for targeted programs to meet the specific parenting and early childhood development needs of immigrant and refugee families with young children.
- Conduct regular site visits to provide support, supervision to program staff; liaise with community partners and program participants, including home visit observations.
- Monitor the delivery of programs ensuring that PIRS is meeting its funded target deliverables, collect data and stories and prepare reports as required.
- Participate in the implementation of evaluation activities as required, which may include surveys, collection of data, compiling success stories.

DESIRED QUALIFICATIONS

- Degree in Social Work with a specialization in Early Childhood Development and Education OR a combination of relevant education and related work experience
- Licensed BC Early Childhood Educator with Special Needs preferred
- Broad understanding of ECD in the context of families and community
- Demonstrated broad delivery experience of ECD to children, parents and adults from diverse cultural backgrounds, colleagues and service provider groups
- Knowledge of local early childhood development resources/community and demonstrated ability to work collaboratively with existing service providers
- Excellent cross-cultural communication skills (verbal and basic counseling)
- Excellent oral and written English language skills, additional language skills an asset
- Ability to work in a team environment and independently
- Proficient in MS Word, Excel, email, and Internet
- Flexibility with location and hours of work – some evening/weekend work may be required, programs may be offered in different settings
- Continuous professional development, including reading relevant journals, books and publications
- Experience working with groups and one to one with children 0 – 6 years old and their families



PACIFIC IMMIGRANT RESOURCES SOCIETY

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Member Agency

United Way
Lower Mainland

- Ability to perform developmental assessments is required

Please send resume and cover letter outlining relevant experience to:
Pacific Immigrant Resources Society
1874 Kingsway, Vancouver, BC V5N 2S7
Fax to 604-298-5888 | email to: aWilbur@pirs.bc.ca
DEADLINE FOR APPLICATIONS: **June 26th, 2016**

PIRS thanks all applicants. Only those shortlisted for interview will be contacted.

