

CAREER OPPORTUNITY

Position: CARE FOR NEWCOMER CHILDREN COORDINATOR
Part-Time Hourly

Department: IMMIGRANT SERVICES

Hours: Monday – Friday dayshift, less than 21 hours per week

Position Overview:

This position takes the lead in providing the Care for Newcomer Children (CNC) programming and assume responsibility for the operation of CNC sessions.

Key Responsibilities:

Responsibilities include:

- Managing the registration and supervision of children in the Care for Newcomer Children Program.
- Planning appropriate activities for children in accordance with the program philosophy.
- Creating and implementing programming for Newcomer Children.
- Ensuring sufficient, appropriate materials and equipment for the operation of sessions.
- Working with Program Managers and other staff to identify childcare needs.
- Maintaining records, including Registration Form, Attendance Form, Child Information Form, and Session Management Form.
- Reporting all required information according to Program procedures.
- Inspecting CNC space for safety issues, completing Space Safety Checklists.
- Other duties as assigned.

Qualifications:

- At least a two-year diploma in a child development program or a related field from a recognized academic institution.
- Two or more years related experience working in the child care field.
- Professional Certification – where applicable, candidate must be in good standing with relevant professional recognition bodies.
- Excellent communication, organizational, and interpersonal skills.
- Ability to work within a team.
- Current first aid and CPR certification.
- Cross cultural awareness and sensitivity, experience working with newcomer youth is highly desirable.

Start date: TBD

Application deadline: July 23, 2021

Please submit, in confidence, a resume and cover letter referencing job posting IS104.

Email: humanresources@lfsfamily.ca

Mailing Address: Human Resources, Lethbridge Family Services
100 – 1410 Mayor Magrath Dr. South
Lethbridge AB T1K 2R3

Fax: (587) 425-5209

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We thank all candidates for their interest, however, only those selected to continue in the process will be contacted.

Lethbridge Family Services is an equal opportunity employer.

