**Job Summary: New Ross Family Resource Centre**

**NEW ROSS FAMILY RESOURCE CENTRE** 4691 Highway 12

PO Box 106

New Ross, Nova Scotia

B0J 2M0

Phone: (902) 689-2414, Fax: (902) 689-2092

E-mail:nrfrcnewross@hotmail.com

Nrfrc.ca

**The Family and Child Program Coordinator should be able to:**

* Coordinate and facilitate groups, with the ability to plan, develop, implement, monitor, promote and evaluate centre-based programs
* Establish and maintain positive relationships with staff, families, community and partners
* Work well both independently with minimal supervision and collaboratively
* Provide mandatory Criminal Record Check and Vulnerable Sector Checks
* Demonstrate excellent interpersonal and communication skills (written and oral)
* Apply strong organization and administrative skills. Manage time and prioritize tasks.
* Use computer skills. A willingness to learn how to update websites and social media, an asset.
* Demonstrate an interest and willingness in pursuing professional development opportunities
* Enjoy and work well with children

**Responsibilities and Duties**

**Core Program Areas:**

Children’s Programs: Facilitate/Lead Playgroup (Monday and Thursday), Baby Group, Tumblebugs Program Once per year, After School Program (2 days/week) throughout the school year

Parent and Family Programs: Facilitate Family and Parenting Programs for small or large groups, or one-on-one. Support and referrals for families as time permits.

Administrative and Other Program Coordination:

Provide program information, complete registration, answer client questions, and answer phones. Develop, plan, implement, monitor, promote, and evaluate programs. Assists NRFRC Coordinator. Fill in other duties for staff, as requested. Other duties as required.

Website & Communications:

Work with staff to provide communications on social media and update NRFRC and community website. Other duties as required. No website experience needed; training provided

**Qualifications and Skills**

**Required Qualifications:**

* Diploma or degree in the child/youth field, Early Childhood Educator, social services, human services, community development, education or related field.
* OR: Grade 12 with two years’ experience working with children &/or families, or a combination of experience and training.
* First Aid Certification, or willingness to obtain

**Benefits**

No benifits

Job Type: Part time 24 – 32 hours per week year round employment

Salary: Hourly wage based on qualifications

Start date: As soon as possible

How to apply: Send cover letter and resume to nrfrcnewross@hotmail.com att: Diane Webber

Deadline to receive applications: April 15th, 2018