

Family Programs Coordinator
Mayne Island Early Childhood Society
Job Description & Expected Duties
March 20, 2024

The Mayne Island Early Childhood Society (The “Society”) provides resources and programming for families with young children, including the provision of daycare, after school care, and family programs at the Family Place and beyond.

The Society seeks to offer Family Programs that serve our members and the entire Mayne Island community by hiring a Family Programs Coordinator. Family Programs (focused on participation by adults and children together, without a transfer of care) are distinct from Daycare Programs (compliant with provincial licensing requirements, and involving transfer of care, including our After-School care and Friday care programs). Family Programs will be operating in the Arbutus Room, a space that is shared by the Family Programs as well as the After-School and Friday care programs.

Recognizing that the MIECS Family Programs are still in development, we see the role of a Family Programs Coordinator to continue the long-standing programs that MIECS is known for, and to work collaboratively with the family programs committee to develop new programs that integrate MIECS core values, which are aligned with the daycare program:

Our programs follow a play-based, child-led approach with three main focus areas:

- Connection with Nature - Through immersion in nature, children gain confidence and awareness of both themselves and their surroundings. We strive to teach fundamentals of environmental stewardship and conservation, as well as explore creative impulses inspired by the great outdoors.
- Connection with Community - Collaboration and cooperation are essential for good citizenry. We work to create opportunities for community building and involvement, extending contributions to others and welcoming invitations for partnership. Teamwork and participation are emphasized.
- Connection with Each Other - We learn together to communicate, empathize, share and build healthy boundaries in our relationships.

As the development of new programs is a learning process, we look forward to maintaining open lines of communication and collaboratively developing family programming that can become a rich and sustainable part of MIECS offerings.

Family Programs Coordinator - Detailed Duties and Responsibilities

Reporting to the Executive Director, the Family Programs Coordinator will engage staff and contractors to ensure successful operation of MIECS Family Programs (“Family Programs”), with the following duties to:

1. Collaborate with directors to shape the vision for the Family Programs, and gather and respond to feedback from board members and program participants.
 - a. Work collaboratively with members of the board and/or programs committee to envision Family Programs that align with the core values of MIECS and respond to the needs of our membership
 - b. Create a proposed calendar of events to be approved by the board
 - c. Gather and share feedback with board of directors, and collaboratively respond to user feedback on Family Programs
2. Coordinate contractors and volunteers to successfully operate high-quality Family Programs.
 - a. Arrange, promote, and supervise drop-in and facilitated sessions
 - b. Maintain a presence onsite for all facilitated sessions to support as host
 - c. Coordinate snacks, coffee, tea and supplies
 - d. Source facilitators for weekend programming
 - e. Coordinate and communicate all details relating to water safety programming
3. Manage and maintain all communications and records related to the Family Programs
 - a. update membership list based on new registrations
 - b. maintain attendance records
 - c. use MIECS social media, webpage and flyers to help promote Family Programs
 - d. provide a monthly report to the Board of Directors ahead of each board meeting that provides a recap of programs from the past month and proposed future programs
 - e. Provide receipts or financial records to support bookkeeping or grant reporting based on Family Programs
4. Manage supplies and equipment for the Family Programs
 - a. Work collaboratively with MIECS staff members (e.g. the ED, Daycare Manager and/or After-School coordinator) to communicate and negotiate use of space and resources in the Arbutus Room to ensure needs are met across all MIECS programs.
 - b. Work with the board and bookkeeper to understand the budget for the Family Programs and to get approval for the purchase of new equipment or supplies that will be associated with the Family Programs.
5. Support directors to recruit and train employees of the Family Programs
 - a. Use on-the-job experience to inform the board about the needs for staffing of Family Programs.
 - b. Support development of job announcements or recruitment materials as needed.
6. Ensure safe operation of Family Programs and compliance with all safety and emergency procedures related to the Family Place.
 - a. Review and help enforce safety and emergency procedures outlined in the Safety Plan for the Family Place Building,
 - b. Ensure the Family Place spaces are safe before operating Family Programs and alert the Executive Director, Daycare Manager or Board Chair of any safety concerns,
 - c. ensure that contractors or volunteers are aware of safety policies, as needed.
7. Endeavor to maintain a safe, positive, supportive, inclusive, and educational environment for all users, contractors and employees.

Family Programs Coordinator

Mayne Island Daycare

Desired Qualifications

March 20, 2024

- Proven ability to work both independently and in close collaboration with other team members,
- Sensitivity and respect for individual and cultural differences,
- Superior interpersonal skills; high degree of initiative and dedication; commitment to high quality programming for children,
- Exceptional communication skills including virtual and in-person modes of communication,
- Exceptional collaboration skills, experience and proclivity toward relationship building,
- Experience facilitating child- and family-centered activities that engage children of multiple ages,
- Experience in the administration and management of a non-profit society,
- Satisfactory Criminal Record Check will be required upon hiring,
- Up to date BC Immunization and Tuberculosis records,
- Experience in childcare settings working with children, families and other professionals is highly desired, but not mandatory,
- FoodSafe certificate, Early Childhood Educator or ECE-Assistant License are assets, but not mandatory