

DAY CARE CO-ORDINATOR

GENERAL

Incumbents in this class are responsible for the implementation and the integration of the provincial Day Care Program within a region (or district) of the province. Incumbents stimulate interest in the program and provide administrative and program assistance to individuals and groups establishing group day care or family day care facilities. They provide ongoing program consultation with existing day care facilities and administratively monitor participating centres for continued funding.

TYPICAL DUTIES

Stimulate community interest in Child Day Care through contact with organizations and community leaders; interpret the program and its policies to community and professional groups; assist to define day care needs of a community.

Assist groups establishing day care facilities to meet the necessary requirements under the Child Day Care Program and thereby qualify for start-up and maintenance grants.

Assist Boards of Directors in centres to establish policies and administrative procedures.

May attend board or general meetings as requested.

Provide general program consultation to groups establishing day care facilities.

Provide ongoing program resources to staff of participating centres through: staff training and workshops; interpretation of program concepts; distribution of new day care program developments; consultation regarding child development; consultation regarding equipment purchases.

Monitor budgets of participating centres throughout the year and make recommendations regarding continued funding.

Evaluate program effectiveness and quality of care in day care centres.

May assist parents in securing appropriate day care arrangements for their children.

Performs other related duties as assigned.

QUALIFICATIONS

Knowledge, Abilities and Skills

Thorough knowledge of the provincial Child Day Care Program and its policies.

Knowledge of other departmental programs, policies and objectives.

Operational knowledge of day care programming.

Knowledge of group dynamics and the ability to identify group cohesiveness, productivity, leadership and problem-solving skills.

Ability to communicate effectively with and establish working relationships with individuals and groups.

Organizational skills.

Education, Training and Experience

University degree with a major in Early Childhood Education or Child Development and a minimum of one year's experience in a child development; OR an equivalent combination of education and experience.