



Mount Pleasant Neighbourhood House

800 East Broadway • Vancouver BC, Canada • V5T 1Y1

Phone: 604.879.8208 • Fax: 604.879.4136 • info@mpnh.org • www.mpnh.org

Internal/External Posting

Early Years Coordinator (35 hours per week)

Opening: November 15th, 2024 **Closing:** December 15th, 2024

Mount Pleasant Neighbourhood House (MPNH) is located on the unceded, occupied, ancestral and traditional homelands of the x^wməθkwəyəm (Musqueam), Skwxwú7mesh (Squamish) and Salilw'ətaʔ/Selilwitulh (TsleilWaututh) Nations. We recognize the vast cultural diversity of Indigenous people and acknowledge the heterogeneity of their opinions, representation, needs and desires. We dedicate ourselves to walking in solidarity beside our Coast Salish neighbors and community members as we work collectively towards community building.

Mount Pleasant Neighbourhood House is looking for an experienced, passionate, and values-based Early Childhood Educator to join our growing team. Under the general direction of the Childcare Director, the Early Years Coordinator will assist with the start-up of a 69- space childcare centre located on the rooftop of Eric Hamber Secondary School which is scheduled to open in April 2025. and will serve families with infants, toddlers and preschool aged children.

MPNH is a member of the Association of Neighbourhood Houses of BC (ANHBC). ANHBC Childcare Programs are inspired by the BC Early Learning Framework and the Reggio Emilia Approach. This is an exceptional opportunity to help lead the way and co-create an inspirational Early Learning Program. The right person for this position is passionate about community development, social justice and is values-aligned with our organization.

Duties and Responsibilities

Start-up:

- Working with the Childcare Director and the project team to oversee all start-up functions of the new centre including monitoring waitlist and registration systems, program planning and implementation, human resources, license and permits, furniture and equipment purchasing, team training, environment set-up; preparing and delivering marketing and communication materials.

Program Management and Coordination:

- Assist in program administration and monitoring programs budgets.

- Assess the community and organizational needs and assets, establishing programs goals and objectives with input from the community, Childcare Director and Executive Director.
- Write program reports, collect statistics and keep other program related documentation in place.
- Liaise with relevant partners, government agencies, community resources and other professionals and agencies.
- Ensure that the programs are functioning at their highest level of capacity and adhering to the Child Care Licensing Regulation.
- Leadership and mentorship in the implementation and commitment to MPNH's values, the BC Early Learning Framework and the Reggio Emilia principles.
- Developing and maintaining strong relationships and communication with children, families and educators – this includes a passion for and commitment to reflective work and constant learning in partnership with children, families and educators.

Public Relations:

- Promote the childcare program in the community. Implement participation, and maintain full enrolment.
- Maintain lines of communication with the Vancouver School Board, other Government agencies, community resources and the childcare community at large.
- Work in conjunction with members of the ANHBC childcare leaders team on issues and policies impacting childcare.
- Plays a leadership role in MPNH event representation and initiatives.
- Work in collaboration with other MPNH programs in various projects and events

Staff and Volunteer Management:

- Play a key role in the recruiting, hiring, orienting, coaching, supervising staff, volunteers and practicum students in collaboration with the Childcare Director and Executive Director.
- Provide guidance to staff and volunteers in interpreting relevant policies and procedures.
- Lead the team of educators through collaborate dialogue to align their pedagogical intentions and program curriculum with the BC Early Learning Framework, Reggio Emilia practices, and MPNH values.

Skills and Qualifications

- Valid BC Post- Basic Early Childhood Education Certificate required- undergraduate degree in ECE or related field is an asset.
- Valid First Aid & CPR Certificate.
- Clear criminal record check with vulnerable sector screening.
- Minimum 3 years of experience in licensed childcare in a lead position.
- Solid knowledge of the BC Early Learning Framework and the Reggio Emilia Approach.

- Excellent understanding of the BC Child Care Licensing Regulation.
- Knowledge of the Neighbourhood House model of service delivery.
- Strong planning, organizational and time management skills.
- Excellent and proficient oral and written communication.
- An eagerness and ability to work as part of a collaborative, supportive, inclusive and dynamic team in a non-profit and volunteer-based organization.
- Passion and commitment for ongoing professional development and growth and exhibiting leadership in this area for other educators.
- Ability to adapt to changing circumstances, handle emergencies skillfully using discretion and confidentiality.
- Creativity, critical thinking, flexibility and sense of humour.

Terms

- Regular full-time 35 hours per week.
- Compensation: Band P9 \$29.64/hour to \$32.85/hour based on experience and qualifications, plus \$6 Wage Enhancement.
- Benefits: Medical and dental benefits after 3 months, Municipal Pension Plan after 6 months.
- This position works in person at MPNH Childcare at Eric Hamber Secondary.
- This position works some evenings and weekends.
- Start date: January 15th 2025.

Please submit cover letter and resume to Lorena Jacome, Director of Childcare at ljacome@mpnh.org with *Early Years Coordinator* in the subject line. No phone calls please.

Mount Pleasant Neighbourhood House is a member of the Association of Neighbourhood Houses of BC (ANHBC), which is an equal opportunity employer. We place a high value on diversity and encourage qualified individuals from all backgrounds and identities to consider applying for the position.