

# Child Care Services Coordinator

## Municipality of Brockton

### Task List



<b>Summary:</b> The Child Care Services Coordinator is responsible for supporting the implementation of programs and initiatives in the Brockton Child Care Centre (BCCC). This position supports the Child Care Manager and Child Care Supervisor(s) to ensure Ministry of Education licencing requirements are met. Acts as a champion for positive daily interactions for families, staff and community partners accessing the BCCC. Provides administrative support for the work of Manger/Supervisors related to licensing, internal/external communications & relations, programming, policy development and adherence to legislative requirements for child care operations. Responsible for routine finance functions, to support billing, reporting processes	
<b>Location:</b> Brockton	<b>Class:</b> Full-Time, 35 hours per week
<b>Department:</b> Child Care	<b>Reports To:</b> Child Care Manager
<b>Remote Work:</b> Not available for this position	<b>Last Updated:</b> January, 2025
<b>Supervises:</b> N/A	

#### Tasks:

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### Administration

1. Energetic, dedicated and enthusiastic professional able to exercise sensitivity and maturity in dealing with both children and adults.
2. Maintains effective communications with users, staff, and families while adhering to department policies in relation to childcare licensing and programs.
3. Assists the Child Care Manager in realizing the department goals and objectives and proactive sustainability of programs and services
4. Responsible to maintain and update the BCCC section of the website and social media pages.
5. Educates the public on the benefits of the BCCC and is an advocate for quality child care
6. Plans, designs and ensures distribution of BCCC brochures and advertisements
7. Responsible for the preparation for client billings supporting the Supervisor(s).
8. Responsible for the preparation of bank deposits and month end reports supporting the Supervisor(s).
9. Responds to telephone enquiries, giving out information and taking messages related to families childcare needs.
10. Word processes a variety of documents, reports, minutes, letters, licencing documentation to support the Supervisor(s) and Manager.
11. Assists with preparation for staff meetings, committee meetings and takes minutes at the meeting.
12. Assists with Centre communication tools including newsletters, letters, website, Apps and social media.
13. Maintains a positive relationship with internal and external stakeholders providing superior customer service
14. Ensures safe and secure access of children, families and teachers to the centre
15. Assists the Manager with preparing for licence renewal including records maintenance for staff and families.
16. Support fundraising initiatives.
17. Acts as recording secretary for various meetings
18. Supports the purchasing of supplies for the office and BCCC programs and facility as required.
19. Supports the preparation of attendance sheets as assigned.
20. Supports filing and record retention of all files
21. Assists with the implementation of various software programs or applications to advance technology supports in childcare

### Child Care

22. Assists with planning and organizing special events, field trips and parties.
23. Periodically supports coverage for staff on work periods/team teacher meeting etc.
24. Supports serving meals and snacks and eats with children and checks for food allergies as assigned.
25. Assists children when dressing and undressing (such as with snowsuits), including special needs children as assigned.
26. Periodically supervises children in a variety of settings such as outdoors, in the classroom and in the sleep room as assigned.

27. Observes signs of child abuse and illness and reports information to the Supervisor and may be required to call Children's Aid Society.
28. Supports housekeeping functions related to laundry, sweeping, dishes, disinfecting toys & equipment, equipment set up as assigned.

### **Other**

29. Complies with Municipality of Brockton policies and procedures.
30. Complies with the Child Care and Early Years Act.
31. Performs other related tasks as assigned by management.
32. Fills in for absent teachers to maintain ratios.

### **Education/Experience/Skills**

1. Post-Secondary Education degree or diploma in Business, Office Administration, Early Childhood Education, Recreation or related field.
2. Registered Early Childhood Educator in good standing is an asset.
3. Minimum of 3 years related experience in administration with knowledge of financial functions.
4. Excellent Communication (written, oral and interpersonal) skills.
5. Superior Customer Service skills.
6. Ability to deal effectively and courteously in all aspects of the position, including diplomacy, tact, discretion and good judgement skills.
7. Working knowledge of Microsoft Windows and Office (outlook, word, excel, power point) applications and facility booking software.
8. Knowledge of Keystone from work in a Municipal environment is an asset.
9. Child Care Centre experience is beneficial.
10. Ability to be flexible to changing demands while maintaining accuracy.
11. Works cooperatively with team members and staff to ensure necessary workflow and coverage.
12. Strong organizational and time management skills.
13. Ability to deal with internal and external stakeholders with tact and discretion.
14. Assertive, confident and thrives under pressure.
15. Demonstrated ability to work collaboratively.
16. Ability to meet deadlines and work outside normal business hours, as required.
17. Excellent understanding and appreciation for the delivery of high quality child care services.
18. Demonstrated ability to interpret and understand legislation, knowledge of the Child Care and Early Years Act is an
19. Clear Vulnerable Sector Checks
20. Possess a valid Standard First Aid/CPR/AED Certificate.

### **Physical Effort and Working Conditions**

1. Work is typically performed in a standard Child Care Centre environment.
2. Work may have periods of prolong standing and/or sitting.
3. Work will involve lifting (children).
4. The mental effort requires concentration on a variety of activities and the processing and interpretation of information.
5. There are constant interruptions, deadlines and changes of priorities.
6. Certain problems to be addressed require the ability to research to solve.
7. Required to interact with professionalism and effectively with internal and external stakeholders.
8. Attendance at evening meetings or events will be required for this position.
9. Regularly required to prioritize variable workload.