



# Elmwood Community Resource Centre

## Position: Elmwood Tot Spot Coordinator

Job Status: 30 hours/week until September, 01, 2019 (with possibility of extension)

Start Date: April 09, 2018

Salary Range: \$18- \$20

Closing Date: March 30, 2018

The Elmwood Tot Spot Coordinator is an integral part of the Elmwood Tot Spot (ETS) children program planning, implementation, and evaluation. The ETS program provides parent-child appropriate programming where children and parents can engage in age appropriate literacy, crafts, activities, and games.

## **Qualifications**

### Education and Experience

- Early Childhood Educator level II or level III Diploma;
- Experience working with families from diverse cultural backgrounds;
- Experience working in a community based setting in the inner-city of Winnipeg;
- Ability to work flexibly in a high stress environment, adapting to the needs of the children.

### Skills and Abilities

- Knowledge of positive parenting, healthy parent child relationships, and healthy child development
- Knowledge of the resources available in the community to parents experiencing poverty, homelessness, barriers to employment, mental health, violence, and/or addictions
- Strong organizational, planning, and time management skills
- Ability to work evening is required and weekends
- Satisfactory Criminal Record and Child Abuse Registry Check

## **Duties and Responsibilities**

### Program Planning Responsibilities

- To research and develop, a variety of crafts, activities, games, toys, and resources for parents and children that encourage, promote, and/or teach: healthy child development (emotional, mental, and physical); appropriate social skills; healthy coping skills; healthy parent child communication and boundaries; and positive parenting
- To purchase supplies for the activities of the Elmwood Tot Spot Program when appropriate (in consultation with the Early Childhood Educator III)

- To utilize best practice research and the activities, games, crafts, and resources created or obtained to design: a variety of group and individual sessions for pre-school & school aged children (therapeutic or learning); a parent child interactive open group
- To promote the Elmwood Tot Spot Program in the community assuring target population is reached
- To arrange and prepare snack for various programs as required
- To ensure the children's room is organized and all equipment is sanitized on a regular basis
- To evaluate activities in consultation with the Early Childhood Educator III and the Operation Manager

#### Direct Service Responsibilities

- To facilitate a Parents Support Circle for parent and children once a month that encourages healthy parent child interactions; educates parents on ways to play and communicate with their children and healthy child development; and role models positive parenting practices;
- To provide individual and group sessions to the children of the participants of the Centre's program that focus on improving children's emotional and mental health and increasing their coping and social skills;
- To provide families with information and appropriate referrals
- To act as a role model for parents modeling healthy adult child relationships, boundaries, and communication
- To coordinate and oversee the Summer Program planning and delivery of activities (in consultation with the Development Manager)

#### Administrative Duties

- Ensure that ECRC and program standards, guidelines, and policies are being followed,
- Prepare statistical and narrative reports as required by the ECRC monthly report,
- Represent the ECRC at local meetings, community functions, or task groups and provide presentations when required.
- Develop relevant partnerships and relationships with community agencies, local schools and local organizations,
- Participate in staff meeting , team meetings and any relevant training
- Other duties as assigned, consistent with this job description and approved by Centre policies, procedures, and Executive Director

Submit Resumes and a cover letter to:

Mark Stine  
 Operations Manager  
 Elmwood Community Resource Centre  
 545 Watt St /Winnipeg, MB R2K 2S2  
 Fax: 204-982-1723  
 E-mail: [jobs@elmwoodcrc.ca](mailto:jobs@elmwoodcrc.ca)

\*No Phone calls, only successful applicants will be contacted to schedule interview times.