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**P/T EARLYON COORDINATOR – Sioux Narrows & Nestor Falls**

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*The Ne-Chee Friendship Centre is looking for a motivated individual who has a strong work ethic, teachable skills and positive attitude to join our team.*

EarlyON Child and Family Centers provide opportunities for children from birth to 6 years of age to participate in play and inquiry-based programs while offering support to parents/caregivers in their roles.

**RESPONSIBILITIES**

- Provide drop-in programs for children up to six years old and their parents/caregivers
- Assist families with programming and activities that are related to child development, family well-being, play, exploration, and discovery
- Provide play-based learning experiences that are fun and engaging
- Provide information and/or referrals to specialized programs and services
- Coordinate, plan and facilitate programs for parents and children
- Prepare monthly reports
- Perform other duties as assigned

**QUALIFICATIONS**

- Preference given to those who possess a two-year diploma in Early Childhood Education and registered with the College of Early Childhood Educators
- At least two years' experience in a related childcare field
- Excellent communication skills both written and oral
- Demonstrated proficiency in Microsoft applications
- Highly organized and able to work with minimal supervision to meet deadlines
- Valid driver's license and access to a reliable vehicle
- First Aid/CPR training a definite asset
- Positive attitude & capacity to act as a healthy lifestyle role model

**DEADLINE:** Open until position is filled

**SALARY:** \$25-\$28 per hour to start

**A Current Criminal Records Check will be required upon offer of employment**

Please submit your **resume** along with a **cover letter** to: Brianna Boucha-Office Manager, **Ne-Chee Friendship Centre:** 326 2<sup>nd</sup> Street South, Kenora, ON P9N 1G5 Fax: (807) 468-5340 E-Mail: [hr@nechee.org](mailto:hr@nechee.org)

We wish to thank all applicants, however, only those selected for an interview will be acknowledged