



## BEACONS' EARLY LEARNING HAVEN

*"Nurturing Minds, Shaping Futures"*

**Job Title: Extended Day Program Coordinator (EDP)**

**Job Types: Full-time position**

**Work Remotely: No**

**Work Location: In-person**

**Salary: Starting from \$22.00 - \$27.00 per hour**

**Expected Start Date: Ongoing**

### **Job Summary:**

Beacons' Early Learning Haven is seeking an Extended Day Program (EDP) Coordinator responsible for supervising and coordinating the program and staff. The EDP Coordinator will play a direct role in planning and organizing all daily activities at BCP, including roster management and activity planning.

**Responsibilities:** As the EDP Coordinator, you will have the following responsibilities:

- Provide oversight, direction, and supervision of daycare staff, including monitoring, staff performance evaluations, problem-solving, and implementing corrective actions when necessary.
- Ensure that new and existing staff members receive appropriate training.
- Monitor and maintain facilities, including buildings and grounds, to ensure the safety of children and staff.
- Strategically create, manage, and coordinate the development and enhancement of programs and curriculum for the daycare.
- Provide active and engaged supervision to children aged 4 to 12 years in our before and after school programs.

- Offer opportunities for children to support physical, cognitive, emotional, and social development.
- Follow the program philosophy, which emphasizes a relaxed, warm, and safe environment to nurture and support children and their families.
- Conduct and coordinate fire drills and update all fire monitoring actions during the EDP hours.
- Perform other duties as assigned.

**Required Credentials:** To qualify for this position, candidates should have the following credentials:

- Standard First Aid and CPR (Class C) certification.
- A Vulnerable Sector Check completed within the last 6 months.
- Up-to-date immunization records.
- Consideration will also be given to those who have successfully graduated from the Child and Youth Worker, Developmental Service Worker, or Recreation & Leisure programs.
- Candidates must have experience working with kindergarten and/or School Age children.
- Valid First Aid and CPR certification.

**Environmental Considerations:** This role may involve exposure to various weather conditions and may require work at different temperatures within and outside the facility. The coordinator will work in a fast-paced and dynamic environment and must stand, walk, and lift up to 50 pounds.

The ECA will also be required to work flexible hours, including evenings and weekends, to meet the needs of the daycare program.

**Work Remotely:** No

***Equal Opportunity Employer:***

*Beacons Early Learning Haven is an equal opportunity employer committed to creating an inclusive and welcoming environment.*

COVID-19 considerations: We follow the Ottawa Public Health and Ministry of Health recommendations and guidelines.

**To apply for this position, please submit the following to [admin@beaconsearlylearninghaven.ca](mailto:admin@beaconsearlylearninghaven.ca)**

- **A cover letter explaining your interest in the position and your relevant experience.**
- **A current resume detailing your work history and qualifications.**

- **Three professional references, including their name, position, and contact information.**

**Screening questions:**

1. *Are you available for the advertised start date?*
2. *Are you currently legally able to work in Canada?*
3. *Do you currently reside in proximity to the advertised location?*
4. *Do you have previous experience in this field of employment?*
5. *Do you have the above-indicated required certifications?*
6. *What is the highest level of study you have completed?*
7. *What is your primary language for communication?*
8. *Do you have a working knowledge of the other official language (English or French)?*
9. *What type of work are you looking for: Full-time, part-time or casual work*

**Assessment:**

Assessments for this position may include a written test which may be followed by an interview. Reference checks will be conducted as part of the selection process.

**Accommodations:**

Beacons Early Learning Haven is dedicated to ensuring that all job applicants, including those with disabilities, have equal opportunities to pursue employment with our organization. If you require accommodations during the application process, please contact us by email at [admin@beaconserlylearninghaven.ca](mailto:admin@beaconserlylearninghaven.ca).

*We appreciate your interest in the position. Please note that due to the high volume of applications we receive, we can only contact those shortlisted for the position.*

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- A cover letter explaining your interest in the position and your relevant experience.
- A current resume detailing your work history and qualifications.
- Three professional references, including their name, position, and contact information.

We appreciate your interest in the position, and we will contact only those selected for an interview.