



Ka:'yu:'k't'h'/Che:k'tles7et'h' First Nations

Employment Opportunity

Head Start Coordinator

Posted: August 10, 2021

Closing Date: no closing date – posted till filled

The Gemma Head start Coordinator is responsible for the management and delivery of the Head Start Program in Houpsitas.

The Head Start Coordinator reports directly to the Director of Education.

Job Responsibilities

- Responsible for the development, coordination and delivery of the Head Start program in Houpsitas
- Prepares and submits the annual budget, work plan and interim and final reports to First Nations Health Authority by the required deadlines
- Provides these and other reports to the CAO and KCFN Executive as directed
- Coordinates and supervises all parents and community members assisting with the program
- Ensures that the Head Start facility is a healthy and safe environment for the children and staff at all times.
- Ensures that there are the necessary materials and supplies available to meet the needs of the program at all times
- Works in collaboration with parents, health care professionals, and other agencies to foster and develop the individual children's potential
- To coordinate a replacement worker when absent to ensure that the program is available on all scheduled school days
- To complete and maintain an annual inventory of all equipment and supplies in the program.

Professional Development and Conduct

- Maintains regular hours and be punctual
- Attend professional development workshops and training programs to further own knowledge and skills as directed
- Attend all staff meetings, community meetings and others as directed
- Treat all community members with respect, dignity, equality and with politeness at all times
- Maintain confidentiality regarding member affairs, as well as other sensitive affairs of the KCFN at all times

Submit your cover letter and resume to **Jenniffer Hanson, Director of Education**, by email jennifferh@kcfirstnations.com. Or drop it off at my office.