



School District 19
(Revelstoke)

Revelstoke Board of Education Career Opportunity

Position:	StrongStart Program Coordinator
Location:	Begbie View Elementary School
FTE/Hours Weekly:	.571 FTE/20 hours weekly (10 months per year)
Status:	Regular
Effective Date:	September 1 st , 2021
Salary:	\$26.91 per hour plus benefits

Under the direction of the Principal and Superintendent of Schools, the StrongStart Program Coordinator will be responsible for the delivery of the StrongStart program for the district.

Illustrative Examples of Work

1. Service Delivery
 - a) Be current with early learning and childcare issues;
 - b) Plan, set up, and facilitate the delivery of the program;
 - c) Facilitate special events, workshops, meetings, and parent information sessions;
 - d) Provide current information on early learning opportunities in the community;
 - e) Respond to information and resource requests from care providers, parents, community members and the general public;
 - f) Maintain a working knowledge of community services, resource individuals and supports for children and their families; and
 - g) Maintain the arts and crafts and nutrition supplies;
 - h) Complete other duties as required to meet the terms of the Strong Start contract.
2. Program Management
 - a) Maintain effective communication within the program;
 - b) Maintain detailed daily statistics about client contact;
 - c) Record monthly and quarterly statistics in required report form for the District and the Ministry;
 - d) Produce reports and work plans in cooperation with the Superintendent as required; and
 - e) Attend, as required, community, regional and provincial meetings that pertain to the Strong Start program.
3. Reception
 - a) Greet clients and provide information on the Strong Start Program;
 - b) Be responsible for correspondence, forms, applications, brochures and newsletters that relate to the Strong Smart program; and
 - c) Be responsible for recording detailed stats regarding phone call, drop-ins, referrals, also caregiver and parent activities.
4. Policy
 - a) Understand and work within District and Ministry policy and procedures; and
 - b) Maintain a working knowledge of current and changing Ministry policies and regulations and communicate this information to care providers, families and community members.
5. Community and Public Relations
 - a) Develop positive working relationships with the community and partners;
 - b) Foster an atmosphere of trust and respect;

- c) Provide information and education to members of the community about early learning issues;
 - d) Promote and advertise the Strong Start program as required; and
 - e) Promote awareness of quality early learning services.
6. Professionalism
- a) Treat all caregivers, parents, and staff with courtesy and respect;
 - b) Maintain confidentiality;
 - c) Take an active role in staff development, workshops, and training; and
 - d) Work within the mission and values of School District 19 (Revelstoke).

Qualifications, Fitness and Ability

Successful candidates must have:

1. Grade 12 plus a Diploma in Early Childhood Education;
2. A Community Care Facilities Branch B.C. License to Practice;
3. A valid Child Safe First Aid Certificate;
4. Two (2) years experience in creating, planning, implementing and budgeting for a parent participation early learning program; in addition to any experience acquired obtaining the License to Practice;
5. Demonstrated strong verbal and written communication skills and interpersonal skills;
6. Demonstrated good organizational and planning skills;
7. Demonstrated understanding of, and a commitment to, quality early learning;
8. Demonstrated ability to work effectively with a variety of parents, children, volunteers, professionals and community members;
9. Demonstrated knowledge of child development, family dynamics, community resources and early learning;
10. A class 5 drivers license (Driver's Abstract required); and
11. Such other qualifications, skills and abilities as may be required to meet Ministry requirements or terms of the StrongStart contract.

If you have any questions regarding the position, please contact Todd Hicks, District Principal Student Services by email at thicks@sd19.bc.ca.

Successful applicants must consent to a criminal record search. Candidates must provide the following:

Cover Letter, District application form which can be picked up from the school board office at 501 11th Street or downloaded from our website at <https://www.sd19.bc.ca/career-information/> (scroll down to "Non-Teaching/Support Positions" for the form). When completing the application form, you may refer to your resume as needed. Duplication of information is not required, but all information stipulated on the application form must be submitted in one manner; a complete resume; three references who can speak to qualifications (please include phone numbers and email addresses of your references); High school transcripts demonstrating completion of Grade 12, copies of ECE Diploma, Community Care Facilities Branch BC License to Practice and valid First Aid Certificate as well as copies of transcripts of any post-secondary training; copies of any other certificates (eg. WHIMIS, Food Safe); copies of any evaluation/practicum reports; letters of reference, if available. Incomplete applications may not be considered. Please send completed application packages to:

Mike Hooker, Superintendent of Schools
 School District No. 19 (Revelstoke)
 501 11th Street/P. O. Bag 5800, Revelstoke, B. C. V0E 2S0
 Phone: (250) 837-2101 Fax: (250) 837-9335
 Email: mhooker@sd19.bc.ca

The deadline is August 13th, 2021 at 4:00 pm