

Call for Tots Program Coordinator at The Rooms**Competition Details**

Employment Type:	1 Contract Position
Location:	The Rooms, St. John's
Division:	Education and Public Programming
Position Group:	Non-Bargaining / Non-Management
Closing Date:	Monday, April 10, 2023
Resume Submission:	Please forward resumes to Joy Barfoot, Supervisor, Education and Public Programming, at joybarfoot@therooms.ca
Project Time Frame:	Contract May 1, 2023 – July 7, 2023 (10 Weeks) (Approximately 10 hours per week)
Contract Amount:	\$3000 Plus HST if applicable

Program Background:

The Tots program is for young children (infants, toddlers, and preschool children) and their families / caregivers to enjoy exploring, learning and play for one hour per week on Tuesday mornings at The Rooms. The program is developed to reflect the Early Childhood Learning Framework developed by the Department of Education and Early Childhood Development, Government of Newfoundland and Labrador to include principles of early childhood learning: Who We Are; Our Connections; and How We Learn. The program will run from May 9 – June 27, 2023. It will restart in September, 2023 and run until June, 2024.

This is an adult-led program of songs and stories that provides an early learning environment where young children can be active and hands-on. Activities should lead to free play while connecting with what's happening at The Rooms in a gentle age-appropriate way.

We are looking for a Program Coordinator to perform the following duties and deliverables:

- Develop and deliver a weekly one-hour program that is suitable for a toddler, infant and caregiver audience that connects participants to experiences of The Rooms
- Responsible for 8 sessions from May 9 – June 27, 2023
- Set up and break down of programming area
- Lead simple craft activities, songs, stretches and story time
- Develop self-directed activity sheets for participants
- Evaluate and adapt the program as needed
- Work closely with programming staff at The Rooms

Screening Criteria:

- Completion of an Early Childhood Education Certificate, Diploma or Degree (Level 3 or Level 4) for infant, toddler and preschool age.
- Experience working in early learning, family and community group settings
- Experience developing and delivering family programs and materials
- Current Emergency or Standard First Aid Certificate
- Knowledge of Newfoundland and Labrador art / history is considered an asset

Assessment Criteria:

Ability to communicate effectively

Ability to work independently

Professionalism

Conditions of Acceptance:

Certificate of Conduct and Vulnerable Sector Check Required

Certificate of Emergency or Standard First Aid

Available every Tuesday morning for 10 weeks with possible renewal in September, 2023

Applicant Information:

Please submit your resume by Monday, April 10, 2023 to

Joy Barfoot, Supervisor, Education and Public Programming, at joybarfoot@therooms.ca

For more information about this opportunity, please contact Joy Barfoot

joybarfoot@therooms.ca

The Government of Newfoundland and Labrador values diversity in the workplace and is an equal opportunity employer.

Applications must be received on or before the closing date stated for this job posting.

It is the responsibility of the applicant to submit an application that demonstrates the required merit criteria.

Applications that do not clearly demonstrate the required criteria will be screened-out.

All applications must contain accurate contact information, including current mailing address, email address and phone number.

All information submitted as part of this application must be factual, complete and current to date of submission.