

## **FIRST NATION OF NACHO NYAK DUN**

Position Title: Daycare Coordinator  
Department: Education  
Supervisor: Manager, Education and Training  
Date: March 2017  
Status: Regular Full-time  
Classification: Level 6

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### **JOB SUMMARY**

Reporting to the Manager of Education, the Daycare Coordinator is responsible for managing the operation of the Dunena Ko'honete Ko Daycare; the development and delivery of programming; ensures compliance with all childcare regulations and that all FNNND policies are adhered to. This position maintains a high standard of childcare by working closely with the parents, daycare staff, and Elders in creating a caring, safe and stimulating environment and provides traditional methods through all teachings.

### **MAIN DUTIES**

- Supervising daycare staff, including participating in the recruitment and hiring of staff, scheduling of all staff work hours, orientating new staff, providing all staff with the information and resources required to do their jobs, role modeling, teaching and sharing early childhood development related information with staff, mediating any staff problems that occur, and completing staff performance evaluations;
- Performing a variety of administrative functions in order to manage the daycare centre, such as, preparing monthly billing forms for child care services, ensuring parents fill out and sign monthly subsidy forms and notifying parents of subsidy renewal times, completing the Direct Operating Grant form monthly and monitoring subsidy payments and following up on payments owed by YTG, issuing purchase orders and maintaining the daycare inventory of materials, invoicing parents monthly for services and issuing receipts for payments;
- Preparing and monitoring the yearly budget and maintaining the fundraising account, including deposits and withdrawals and overseeing accounts payable;
- Completing yearly reports for the General Assembly and undertaking public relations activities for the daycare to ensure families are aware of programming and services available;
- Report regularly to the Manager and attend staff meetings when required;
- Implementing YTG childcare regulations and developing and implementing daycare policies, guidelines and procedures;
- Facilitates and coordinates access to related professionals when needed i.e. speech pathologist, child development workers;
- Develop a program that will encourage the overall development of the children (physical, intellectual, linguistic, emotional, social and spiritual);

- Developing programming to meet the needs of the children (done in a co-operation with staff and Elders);
- Ensuring that culturally relevant programming is incorporated into daily programming initiatives;
- Establishing working relationships and representing the FNNND, with other Government personnel, Child Development Centre and Family and Children's services with respect to a variety of child development issues;
- Ensuring YTG regulations are followed at all times. This involves reading, research and being familiar with the regulations, especially concerning staff-child ratios, safety and hygiene, and supervision of the children;
- Work cooperatively with parents, children, staff and community members;
- Participate with FNNND Education Committee and provide input as it relates to Early Childhood Education;
- Write proposals to obtain operational grants; and
- Liaise with other First Nation day care workers/centers;

### **KNOWLEDGE AND SKILLS**

- Knowledge of Early Childhood Development theory, principals and practices;
- Be able to demonstrate confidentiality, tact, diplomacy and discretion at all times;
- knowledge of relevant First Nation policies and procedures
- knowledge of YTG childcare licensing regulations and requirements in order to develop and deliver or oversee the delivery of culturally appropriate programming.
- Specific Educational certificates are outlined in the Child Care Act.

### **DECISION-MAKING**

Goals and objectives for the position are currently established by the Manager, Education, Daycare Coordinator, and the Day Care Committee. The position is expected to manage the day-to-day operation of the Daycare Centre and associated programming in accordance with established policies, procedures and Daycare guidelines. The position is expected to resolve a variety of issues with staff, children, and parents as they arise with tact, diplomacy, and discretion. This position has some decisions regarding the use of funds, the hiring and discharging of staff, and may deal with a wide variety of community members with different family values.

### **IMPACT/ACCOUNTABILITY**

The decisions made by the position have a direct impact on the health and safety of the children and on the availability of needs specific programming. Poor planning or decision making will have a direct impact on the First Nation citizens' confidence in the Daycare's ability to meet its needs and on the reputation of the First Nation government. It will also have a long term impacts on the children's future as the primary goal of the daycare is to assist children between ages 3 to 5 prepare for the public school system.

**WORKING CONDITIONS**

The position is located in the Daycare Centre and is expected to deal with constant interruptions and critical deadlines may arise from time to time. The position is expected to sometimes deal with stress resulting from the need to respond to others who have different value systems. Often physical effort is required when lifting and carrying children as well as when supervising children in outdoor and cultural activities. Concentration is often required when performing administrative functions and developing plans. Sometimes the position will need to deal with angry and/or emotional individuals who are upset by daycare programming or lack of programming for their children. There may be some occasional travel.

**CONDITIONS OF EMPLOYMENT:**

- Valid Class 5 Yukon Driver’s License and Driver’s abstract;
- Class 4 Yukon Driver’s Licence preferable or willing to obtain;
- Medical clearance and immunizations kept up-to-date;
- Annual criminal check; and
- Valid First Aid/CPR certification.

**POSITION APPROVAL:**

We approve this position as representative of the work to be performed and that the responsibility and authority levels identified have been delegated to this position.

\_\_\_\_\_  
Manager, Education and Training

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager, Human Resources

\_\_\_\_\_  
Date

I have read the position description and understand that it is a general description of the duties assigned to the position occupied by me.

\_\_\_\_\_  
Daycare Coordinator

\_\_\_\_\_  
Date