



# Prince George Native Friendship Centre

*Our people make a difference in the community!*

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**Job Title:** Aboriginal Head Start Program Coordinator  
**Department:** Early Childhood Services  
**Reports To:** Director of Early Childhood Services  
**Closing Date:** December 11, 2017 @ 4:00 pm

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## SCOPE OF POSITION

The Prince George Native Friendship Centre is seeking a Program Coordinator for the Aboriginal Headstart Program, this individual will be reporting to the Director of Early Childhood Services.

## QUALIFICATIONS

The Aboriginal Head Start Program (AHS) Coordinator will:

- Have current ECE License to Practice
- Minimum 5 years' experience in program management
- Consent to a criminal record check
- Obtain medical clearance and first aid relevant to children
- Have a strong working knowledge of Licensing regulations
- Have a working knowledge of Aboriginal culture, language and world views
- Have a clear understanding of best practices relating to the development and care of children
- Keep current of early childhood health and/or social issues, trends, research and practice impacting the AHS

## DUTIES

The range of duties is varied, but at a minimum will include:

- Work with a children and families on an individual and group basis; and
- Work with other community professionals to ensure optimal outcomes for children and families.
- Ensure holistic and quality children's programming that empowers individuals to develop a sense of self and connection to Aboriginal culture and community;
- Oversee monthly curriculum planning and delivery
- Bring Aboriginal culture and language into program on a daily basis
- Bring in Elders and other special guests
- Ensure a safe monitoring of children and delivery of program
- Promote a welcoming and nurturing environment
- Other duties, as required.

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**To apply, send a cover letter, resume and three references to:**

**Prince George Native Friendship Centre  
1600 Third Avenue  
Prince George, BC V2L 3G6  
Fax#: 250- 563-0924  
E-mail: [employment@pgnfc.com](mailto:employment@pgnfc.com)**

***Applications will be accepted until 4:00 pm On December 11, 2017***

***No telephone inquiries please.***

***We thank all applicants; however only those selected for interviews will be contacted.***

*"Power of Friendship"*