

Job Posting: Part-Time Program Coordinator

Parent-Child Mother Goose Program®

Discover the power and pleasure of rhymes, songs, and stories.

Position: Program Coordinator (Part-Time, 10 hours per month)

About Us:

The Parent-Child Mother Goose Program® (P-CMGP) is a joyful, physically close, and interactive initiative where parents and their young children share the power and pleasure of oral rhymes, songs, and stories. Founded in Toronto in 1984, our program is backed by decades of research. We empower parents with skills and confidence to foster healthy relationships and support positive brain development in their children, which peaks by the age of three.

Our program prioritizes families in need of support and is always free.

Job Summary:

We are seeking a dedicated and organized Program Coordinator to join our team. This part-time role involves working 10 hours per month and is crucial in ensuring the smooth operation of our programs. The Program Coordinator will support program teachers, liaise with office staff, and ensure the quality and consistency of our offerings.

Responsibilities:

- Program Coordination:
 - Schedule and match program teachers with locations.
 - Ensure childcare assistants are in place.
 - Support program teachers and respond to program-related concerns.
 - Coordinate with the office manager regarding program calendars and logistical needs.
 - Assist in the preparation of program reports and statistics at the end of each term.
 - Maintain communication with program teachers for outreach support and professional development.
 - Ensure the Google timesheet of the teachers' work hours is completed and submitted correctly and on time, bi-weekly.
 - Communicate with staff and partner agencies.

- Address problems and concerns as they arise, including staff illness and necessary schedule changes.
- Report to the executive director formally and informally.
- Administrative Support:
 - Communicate regularly with the Executive Director (ED) and Office Manager on program-related concerns and developments.
 - Prepare the annual report of the programs for the AGM.
 - Arrange staff meetings, attend them, contribute to the agenda, and facilitate discussions.
 - Ensure maintenance of program standards.
 - Identify and plan for staff professional development needs.
- Special Projects:
 - Support the development and implementation of new initiatives, including programs for special populations (e.g., Deaf and Hard of Hearing children).
 - Assist with the organization of special events such as storytelling festivals and contributor workshops.
 - Communicate with the Program & Training Committee of the National Council.

Qualifications:

- Experience working with the Parent-Child Mother Goose Program®.
- Strong organizational and time management skills.
- Excellent oral and written communication skills.
- Ability to work independently and as part of a team.
- Familiarity with remote communication tools (e.g., Zoom).

How to Apply:

Interested candidates should submit their resume and a cover letter detailing their relevant experience and why they are passionate about the Parent-Child Mother Goose Program® to mgooseto@gmail.com.

Application Deadline: June 20, 2024