



YMCA-YWCA of Winnipeg
363 McGregor Street

Building healthy
communities

English as a Second Language (ESL) Program Coordinator

PART TIME EMPLOYMENT OPPORTUNITY

Program runs on school year calendar (periods of layoff over school breaks)

Join our team and help newcomer families flourish in their community!

The YMCA-YWCA of Winnipeg's Community Outreach division is searching for a skilled Early Childhood Educator to coordinate the delivery of the English as a Second Language (ESL) Program, including the Care for Newcomer Children (CNC) component. Working cooperatively with ESL Teachers and CNC staff, the coordinator is responsible for ensuring language training standards are met, delivering quality child care with a child centered, developmentally appropriate approach, and completing administrative functions.

You have the proven ability to:

- Provide superior customer service to new families with orientations to both the language training and CNC programs and continued communication throughout the program resulting in an exceptional experience
- Train CNC staff in providing activities and experiences that meet the individual developmental needs of the children in accordance with the written program philosophy and CNC regulations
- Provide leadership to ESL teachers according to best practices, including PLBA, LINC, and CLB frameworks
- Ensure all policies, procedures, practices, and systems comply with legislation and funding requirements
- Manage human resource functions such as recruitment, selection, orientation, training, performance management and annual performance appraisals for employees and volunteers as well as facilitate regular meetings with your team
- Communicate effectively both verbally and in writing to all stakeholders including the Winnipeg English Language Assessment and Referral Centre regarding referrals to the program
- Perform administrative duties such as payroll, maintaining records, completing reports for both language training and CNC programs

Qualifications & Certifications:

- Early Childhood Educator II preferred
- Experience working with newcomer families preferred
- Cross-cultural competence and knowledge of community resources
- Knowledge and skills related to Adult Education, ESL, or similar is an asset
- Professional demeanor with excellent verbal and written communication skills
- Exceptional interpersonal, conflict resolution, problem solving and relationship-building skills
- Strong computer skills, including demonstrated competence with Microsoft Excel
- Clear Police Record Check with Vulnerable Sector Search, Child Abuse Registry and Adult Abuse Registry Checks
- Emergency First Aid

If you are qualified and interested, please send your application, resume and cover letter for confidential consideration by **August 25, 2017** to the attention of:

Marko Gjuric, Director, Newcomer Services

Email: marko.gjuric@ymanitoba.ca

The YMCA-YWCA of Winnipeg is committed to providing a safe environment for children and vulnerable individuals. All applicants will be thoroughly screened through a review process including Police Record Checks with Vulnerable Sector Search and Child Abuse Registry Checks.

We thank you for your interest; however, please note, only candidates selected for an interview will be contacted.