



Medicine Hat Catholic Board of Education

Competition #433 (Repost)

Program Coordinator of Non-Operational/Professional Development Days Child Care at the Catholic School Division

***Approximately 375 hours based on the 2022-2023 [school calendar](#) with a
flexible/compressed schedule**

Start Date: When suitable candidate is found

Closing Date for Applications: Open until suitable candidate is found

The Medicine Hat Catholic Board of Education is thrilled to offer a new program to convenience our MHCBE families for children Kindergarten to Grade 6 during the school year. This position requires coordinating safe program planning for 23 non-operational/professional development days based on the 2022-2023 school year calendar.

The Medicine Hat Catholic Board of Education is a publicly funded, vibrant part of the public education system in Alberta serving 2700 students in 9 schools with 350 employees. We are dedicated to providing the highest quality Catholic education in faith based classrooms in partnership with *Family, Church and Community*.

Description: The ideal candidate should possess a combination of education and experience that would serve to enhance participating families and Division staff.

The successful candidate must:

- Oversee the planning, organization, and implementation of developmentally appropriate child care programming based on licensing requirements
- Ensure program plans are followed and required supplies are purchased
- Collaborate with the Coordinator of Early Childhood Services to ensure licensing requirements are met
- Supervise/coordinate program staff and hours worked
- Reconcile between registrations received and payments made by families through SchoolCash/Children's Services (subsidy payments)
- Must have a positive attitude, exceptional leadership, organization, and time management skills
- Must be capable of working in a fast-paced, multi-task, team-oriented environment

Qualifications and Skills:

- Level 3 Early Childhood Educator preferred, Level 2 Child Care certification required
- Valid Standard First Aid/CPR required
- Food Safety Alberta certification is an asset
- Competent in the use of technology (Google and Microsoft Suite)

As part of a commitment to Catholic education for the students of the Medicine Hat Catholic Board of Education, and as a condition of employment, an individual taking employment within the Division, will undertake to follow, both in and out of your employment with the Division, a lifestyle and deportment in harmony with Catholic Church practices and beliefs which include, among other things, living in harmony with the principles of the Gospel and teachings of the Catholic Church.

Reply with Cover Letter, Resume, and [Support Staff Application Form](#), along with current pastoral reference (if available) to resumes@mhcbe.ab.ca. Please reference the Competition # on the cover letter. A [Police Information Check](#) including Vulnerable Sector Search and [Alberta Children's Services Intervention Record Check](#) will be required upon commencement of employment.

Visit us at [Medicine Hat Catholic Board of Education](#)

Great Schools – Fantastic Staff – Exceptional Student Programming

We thank all those that apply. Only those selected for an interview will be contacted.