

PROJECT COORDINATOR – ENHANCED SOCIAL/EMOTIONAL LEARNING FOR CHILDREN

The Project Coordinator – Enhanced Social/Emotional Learning for Children is responsible for ensuring the effective delivery of the Enhanced Social/Emotional Learning for Children project. This role supports the implementation of project deliverables within the funding guidelines, while observing regulatory compliance within licensed child care environments, promoting staff development, collaborating with project team participants, and fostering community engagement.

Report to: Director, Child Care, Early Years & Inclusion Services

Key Duties and Responsibilities of this Position include:

- Coordinate training opportunities in line with the project guidelines for participating child care staff
- Track training opportunities and completions for participating child care staff
- Develop project materials; i.e. information packages, consent forms, documentation forms
- Engage families to participate in the project
- Support staff project participants in planning and implementing targeted programming
- Support staff project participants in identifying and purchasing appropriate materials and equipment for targeted programming
- Oversee staff project participants observations, screenings, documentation
- Liaise with community project partners
- Document feedback/observations from community project partners
- Maintain clear documentation of all project components
- Generate internal reports regarding project
- Generate external project reports for funders
- Compile project manual/toolkit to support ongoing utilization and implementation of project

Qualifications:

- Early Childhood Education Diploma required
- Resource Consultant Post-Diploma Certificate preferred
- Member of College of Early Childhood Educators – in good standing
- Valid Standard First Aid and CPR (infant and child)
- Clear Vulnerable Sector Check
- Up-to-date immunization
- Knowledge of CCEYA, Toronto Children's Services AQI, ELECT/ELF, and "How Does Learning Happen?"
- Minimum 5 years of supervisory experience in licensed childcare settings
- Strong leadership, organizational, and communication skills
- Proficient in Microsoft Office and administrative tasks
- HIGH FIVE Training is an asset

Working Conditions:

- Flexible hours as required by project demands
- Fast-paced, high-noise environment with children of various ages
- Travel to multiple sites

Salary Range: \$ 62,000- \$ 70,000 annually, plus benefits (6-month contract position; salary will be prorated based on the contract term.)

Job Code: PC-ESELC2026

Hours of work: 37.5 hours per week

*This posting is for 6 months with the opportunity for up to 2 years of additional extensions.

Please submit resume to: pc@esbgc.ca

Thank you for your interest. Only applicants selected for an interview will be contacted. We do not use AI in any part of our hiring process. BGC East Scarborough is committed to the principles of employment equity and encourages applicants from all Human Rights protected groups. We strive to meet the accommodation

needs of persons with disabilities. Applicants are encouraged to make their needs for accommodation known in advance during the application process. Candidates who are interviewed will be informed of the result within 45 days.