Site Coordinator

Full-Time Temporary Contract

Specialized Programs and Services to Support the Development of Young Children

We're hiring and recruiting top talent! Providence is a vibrant, registered charity with a long-established history of providing therapeutic and educational services to families across our 7 schools, and childcare facilities in Calgary and surrounding area. Providence is proud to be part of a diverse education system that fosters innovation, strengthens communities, and ensures every child has a place to learn and thrive. Providence provides the opportunity to enhance the health and development of children and their families.

We are currently seeking a highly motivated individual to join our McKenzie Towne school as a **Site Coordinator**, starting immediately. This is a temporary position until January 2028. (The hours of work are 8 AM – 4 PM Monday to Friday).

As a condition of Providence, all staff must be vaccinated against COVID-19 and provide valid police check with a vulnerable sector screening.

Position Summary:
Working collaboratively with the management team, transdisciplinary team and the school site, the Site Coordinator's role is a support role ensuring smooth day-to-day operations at their school site. The position is responsible for providing classroom, program and administrative support as outlined below. The Site Coordinator will occasionally be required to work evenings and weekends.

We offer:

- Paid winter break on top of your accrued vacation days.
- Comprehensive health and dental benefits package, optional RRSP, wellness days, appointment time and paid sick time. Employee Assistance Plan.
- Fantastic opportunity to work with our dynamic team and collaborate with Speech-Language Pathologists, Occupational Therapists, Physiotherapists, Behavioural Specialists, Psychologist, Teaching/Therapeutic Assistants and Teachers
- Professional development allowance for ongoing learning and career advancement.
- Competitive salary range.
- Free onsite parking.

Responsibilities include:

- Work in the classroom carrying out Teaching/Therapeutic Assistant responsibilities and participate in daily activities, ensuring the highest quality programming for children is maintained in a safe, caring, and efficient manner.
- Participate in arrival and departure routines, helping children to and from the bus, and support all aspects of the program including; prep, set-up, cleaning, organizing, and snack and kitchen preparation.
- Serve as a resource to staff and parents, respond to questions and direct them to the appropriate individual.
- Maintain harmonious working relationships with all parents, inspectors, outside vendors, team members, bus drivers and neighbours.

- Ensure the building is clean, organized, and well maintained; monitor the site to ensure Health and Licensing Regulations are met, submit maintenance requests.
- Promote positive teamwork within the site, across disciplines, and in individual classrooms while fostering a culture of collaboration, teamwork, and staff well-being.
- Work with the Program Manager to plan and organize school parties, special events, graduation activities, and tours for prospective families, clients, and guests.
- Schedule float staff daily and provide front office support and coverage as needed; including greeting parents and visitors, answering phones, and responding to questions and concerns.
- Support ordering, inventory control, and distribution of school supplies, equipment, and materials while maintaining appropriate documentation and records.
- Serve on the Occupational Health & Safety Committee as required and demonstrate professional and ethical behaviour while adhering to Providence policies and procedures.
- Open and lockup as required following all safety procedures.

Qualifications:

- Post-secondary education in Communicative Disorders Program, Therapy Assistant Program, Disability Studies Diploma /Degree, or equivalent is required.
- Candidate must have an expressed interest in continuing their education in management.
- Pediatric experience in community-based programs is desirable.
- Proven experience building positive working relationships with families, colleagues, and community partners.
- Adaptability, dependability and flexibility are required.
- Strong written/verbal communication and interpersonal skills.
- Good working knowledge of MS Office Suite (Excel, Word, Powerpoint, Outlook)
- Ability to take initiative, prioritize and multi-task. Able to handle multiple assignments, prioritize and manage projects effectively ensuring all tasks are achieved at any given time.
- Valid First Aid and CPR training and Alberta Food Safety Basics Course
- Valid Class 5 Driver's license (must be willing to get Class 4 licence with "S" endorsement if required).
- Able to travel between all school sites if required.

Personal suitability NOTE: This position requires lifting and carrying demands that require the ability to bend at the waist, stoop, and twist frequently, the ability to lift up to 50 lbs, the ability to carry and pull up to 50 lbs, and the ability to stand, walk and sit frequently.

Please submit your resume via email to the Human Resources Team at: hr@providencechildren.com

Providence is committed to fostering an equitable, diverse, and inclusive workplace. We welcome applications from all qualified candidates which includes but not limited to; visible minorities, Indigenous peoples, persons with disabilities and persons of any sexual orientation or gender identity.

Providence acknowledges that what we call Alberta is the traditional and ancestral territory of many peoples, presently subject to Treaties 6, 7, and 8 and the Six Regions of the Métis Nation of Alberta. We acknowledge the many First Nations, Métis and Inuit who have lived in and cared for these lands for generations. We make this acknowledgement as an act of reconciliation and gratitude to those whose territory we reside on or are visiting.