



Immigrant and Refugee  
Community Organization of Manitoba

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## **CHILD CARE PROGRAM COORDINATOR** **Permanent, Part-Time (30 Hours/week), 10 Months/year Position**

### **WHAT IRCOM OFFERS:**

- A warm, fun and supportive work community
- An incredibly diverse workplace that is committed to staff wellness and inclusion
- A staff team passionate, committed and unified in supporting the settlement of newcomer families
- An inner-city organization committed to Truth and Reconciliation
- A family-friendly organization with a comprehensive benefits package
- A place where you can make a difference and feel the rewards of your work on a daily basis

### **CANDIDATE PROFILE:** The CCP Coordinator is:

- A certified Early Childhood Educator II or III
- experienced in providing child care to children aged 6 months to 12 years old
- an individual who thrives in a multi-cultural environment
- skilled in using Microsoft Office and data management software
- committed to excellence in teamwork with positive and effective communication skills
- exhibits and upholds IRCOM's core values of integration, diversity, advocacy and empowerment
- works in a way that is people-centered, holistic and partnership based.

### **POSITION PURPOSE AND SUMMARY:**

The purpose of the CCP Coordinator position is to lead a team of Child Care staff in providing quality child care and to ensure the safety and wellbeing of newcomer children ages 6 months and older while their parents participate in settlement and social programs on site. The CCP Coordinator ensures that CMAS guidelines are being followed and provides direction and support to Child Care staff and ensures the smooth execution of the Child Care Program. The CCP Coordinator will be responsible for:

- Program leadership and delivery
- Program planning and assessment, and
- Team and interdepartmental support

This role also includes additional responsibilities related to team coordination, staff support, and administrative tasks to ensure the smooth operation of the Child Care Program.

With the support and supervision of the Language, Childcare and Community Programs Manager, the CCP Coordinator will fulfill the following:

### **DUTIES AND RESPONSIBILITIES**

#### **Program Leadership and Delivery (60%)**

- Lead and support a team of Child Care staff in providing quality child care programs in person and/or on-line
- Work with team members to create a positive environment
- Rotate equipment and materials in the program as needed
- Participate in all aspects of program including regular lifting and physical activities
- Assist with set up and take down of a roll away program
- Implement Care for Newcomer Children (CNC) Guidelines
- Ensure programs and environment are safe, healthy, and developmentally appropriate for newcomer children
- Work with little supervision
- Multi-task and problem solve under pressure and in emergency situations
- Provide direction to Child Care staff in maintaining organized and safe program spaces
- Support program coverage and assist in addressing staffing gaps as needed

#### **Program Planning and Assessment (35%)**

- Plan and deliver relevant age appropriate activities for children aged 6 months to 6 years for daytime programming and 6 months – 12 years for additional programming
- Implement portfolio-based assessments
- Discuss children's progress or concerns with Language, Childcare and Community Programs Manager, parents and other staff as needed
- Ensure CMAS and CNC Guidelines are followed
- Plan, purchase and organize program supplies and assemble learning packages
- Data entry, waitlist management, and support with participant registration and record tracking
- Support monitoring of allergies and special requirements and ensure information is shared with staff

#### **Team and Interdepartmental Support (5%)**

- Attend IRCOM staff and Child Care Program team meetings and events

- Complete program related training and other tasks as required
- Follow all IRCOM policies and procedures
- Assist in coordinating other IRCOM programs and initiatives as required.
- Assist in developing and maintaining staff schedules and addressing scheduling conflicts
- Support onboarding and training of new Child Care staff and volunteers
- Act as a resource to Child Care staff by providing guidance and mentoring
- Other duties as assigned by Language, Childcare and Community Programs Manager or designate

**REQUIRED QUALIFICATIONS:**

- **An Early Childhood Education Level II or III Diploma**
- Current First Aid and CPR Certificate
- Experience and ability to work effectively with people from diverse cultural backgrounds
- Experience working effectively with little supervision
- Proven ability to provide leadership and direction to other child care staff
- Demonstrated flexibility, adaptability and creativity when dealing with changes and barriers
- Effective communication skills in English (written and oral)
- Proven computer skills including proficiency with MS Office, data entry & online video conferencing
- Sensitivity to the needs and concerns of newcomer families
- Positive attitude and friendly manner
- Strength, stamina, and ability to work with active, young children
- Physical mobility to transition between various work locations
- Satisfactory Criminal Record Check, and clear Child Abuse Registry Check upon hire
- Demonstrate the qualities and values IRCOM seeks for all our staff (see <http://www.ircom.ca/about-us/work-here>)

**DESIRED QUALIFICATIONS:**

- Previous understanding of Provincial Licensing or CMAS requirements
- Familiarity with Care for Newcomer Children (CNC) guidelines
- Food handler certification
- Additional languages to English
- Lived newcomer experience

**Hours of work:** This is a permanent, part-time position to a maximum of 30 hours per week with an annual shut down (July and August). The CCP Coordinator's hours will take place predominantly between 8:00am and 4:00pm, however, staff will be required to work some evenings and weekends as required by the program. Work locations will include all 3 IRCOM program sites.

**Wage:** \$25.37/Hour

This is a scheduled position with wage in accordance with the Collective Agreement between the Immigrant and Refugee Community Organization of Manitoba Inc. and the United Food and Commercial Workers Local 832.

**Benefits:** Group Insurance Plan with extended health, dental, life and AD&D insurance  
Paid sick and discretionary days  
Employer paid RRSP contributions  
Professional development opportunities  
Collaborative, family-friendly and supportive working environment

**Application Information and Process:** All applicants must be legally entitled to work in Canada.

IRCOM seeks to reflect the communities it serves. We are committed to providing an inclusive, accessible, respectful workplace that strives for employment equity. Interested applicants can identify themselves as belonging to any under-represented groups including women, Indigenous peoples, racialized peoples, and/or persons with a disability.

To apply please send a cover letter and résumé to the following, and please indicate clearly how you meet the qualifications.

**Review of applications will begin on June 11, 2026  
and continue until the position has been filled.**

HR - Selection Committee: [ligiam@ircom.ca](mailto:ligiam@ircom.ca)

We thank all applicants for their interest. Only those advancing in the selection process will be contacted. If you require accommodation at any stage of the hiring process (including alternate formats of materials, accessible meeting rooms or other accommodation), please let us know and we will work with you to meet your needs ([ligiam@ircom.ca](mailto:ligiam@ircom.ca)).