



## **Yukon Literacy Coalition Job Description**

**Job Title:** Family Literacy Program Coordinator

### **Job Summary:**

The Family Literacy Program Coordinator works as a member of the Family Literacy team, under the guidance of the Family Literacy Centre Manager. This position focusses primarily on the daily activities, operations, and upkeep of the Family Literacy Centre.

### **Duties Include:**

- Designing and facilitating play-based programs
- Engaging and supporting Family Literacy Centre visitors
- Research and development of learning resources
- Delivering outdoor programming at our summer learning garden
- Taking inventory, shopping, and ordering supplies
- Completing reports and required paperwork
- Working with partner groups
- Assisting with CELLS and other community family literacy projects
- Assisting with family literacy events
- Updating social media and media promotion

### **Required Knowledge, Skills and Abilities:**

- Passion for early learning
- Knowledge of child development, parenting, and family dynamics
- Awareness of community services and resources for families
- Strong communication skills
- Able to practice non-judgment and maintain professional boundaries
- Experience using Microsoft office suite and mac operating systems
- Can lift and carry 30+lbs
- Flexible availability and willingness to travel
- Comfortable singing, dancing, and being silly with children and families

### **Required Training and Experience:**

- Post-Secondary degree in child development, education, social work, family literacy, and/or equivalent
- Proven experience working with Yukon First Nations and other community partners
- Standard First Aid and CPR-C or willingness to obtain
- Valid Yukon Driver's license and access to vehicle
- Clear Criminal Record Check with Vulnerable Sector search