



CHILD & PARENT CENTRE COORDINATOR

Investing In Our Youth has a rare opportunity for a talented energetic Coordinator to coordinate the Child and Parent Centre - Carey Park.

Join us as the Coordinator to work with the school community to facilitate early childhood and family focused services. Form strong relationships with families and stakeholders.

With a passion for early years go beyond the boundaries of education, health, community, government and non-government sectors.

This position is for 37.5 hours per week. The contract is dependent on funding

The Coordinator is an ambassador of Investing In Our Youth and will exemplify our culture and values. These include;



Honesty & Respect

Teamwork. Acting fairly transparently and with accountability. embracing community and country



Innovative & Excellent

Commitment to creating and developing programs of the highest possible quality. Finding innovative ways to apply a range of methods and technologies that consider sustainability



Inclusion

Embracing cultural diversity and acknowledging the value and dignity of all individuals. Creating an environment that is inclusive for all.



The Job

- This position is responsible for overseeing the day to day operations of the Child and Parent Centre.
- Ensure centre programs are relevant to needs of the local community
- Develop a positive team ethos
- Contribute to the development and monitoring of program budget
- Participation in evaluation strategies
- Collect data required and report to the Service Delivery Manager
- Maintain knowledge of developments in the early years and monitor local community gaps in service delivery and relevant statistics.
- Participate in Coordinator forums organised by the Department of Education
- Convene and attend additional meetings and provide information as required e.g. for sponsors, funding bodies, and project partners.

What you bring

- Qualifications in a discipline appropriate to the coordination of child, family and community services. This can include education, health, social science, community development, management or related fields
- Demonstrated high level interpersonal and communication skills including the ability to develop and maintain productive and sustainable community and professional partnerships.
- Demonstrated high level project management skills with proven ability to plan and coordinate initiatives and projects in a complex environment.
- Demonstrated high level conceptual and analytical skills with proven ability to identify research and resolve complex issues.
- Proven ability to manage day to day operational issues associated with community centre management and coordination of services and programs to children and families.
- Experience in working in an early childhood service or system and strong foundations in early childhood development and/or early intervention programs for children and their families
- Experience supervising staff
- A Department of Education Criminal History Check - no more than 6 months old
- A valid Working with Children Check
- Current Drivers Licence
- Evidence of the right to work in Australia
- Evidence of Qualifications (Copies)

Nice to have

- The ability to appreciate and relate to issues that affect all families including those with complex needs.
- Experience in the planning, implementation and evaluation of effective parenting, health and wellbeing programs.
- Cheerful, welcoming manner and advanced skills in communicating with families and across all staffing levels and volunteers.



Investing in
our youth Inc.

About Investing In Our Youth

Investing In Our Youth is a dynamic local not-for-profit community based organisation that promotes the healthy development of children and young people. It does this by working in partnership with other community service organisations, the business sector, government and the wider community.

The programs run by Investing In Our Youth are;

The POD - providing support and resources to the education and care sector.

HIPPY Bunbury-Collie a free two year early learning program empowering parents and carers to be their child's first teacher.

Child and Parent Centres located in Carey Park and Collie these centres are family friendly offering programs and services to parents to help children learn in their early years.

RYDE - providing young people the opportunity to complete their 50 hours of supervised driving experience with one of our volunteer mentors.

End2End - the opportunity for young people in Withers the area to obtain their license from beginning to end.

Yallo - A unique community centre in Dalyellup partnering with Milligan.

Paint the Town Read Bunbury & Surrounds - An early literacy movement encouraging people to read with children from birth, so they start school ready to learn.

Investing In Our Youth is managed by a voluntary board. More information is available on our website.

We are an Equal Opportunity Employer and strongly encourage all people, including Aboriginal and Torres Strait Islander people to apply.

Let's go!

Apply for your next career by requesting an application package from
Julia.poole@investinginouryouth.com.au

Closing date for applications is Sunday 14th February 2021