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## Internal Job Posting

**Date:** September 2020

**Job Titles:** Program Coordinator

**Terms of Employment:**

The Program Coordinator is expected to fulfill the duties and responsibilities as outlined in the Program Coordinator Level 1 job description attached.

Minimum 2 years' experience working in a school age child care program.

This position is based on a 36.5/hour work week. Hours of work will be 7:30 - 9:30 a.m. and 12:00 - 6:00 p.m. Hours will vary (between 7:30 a.m. – 6:00 p.m.) during school professional/non-instructional days and school breaks (winter, spring, summer) as required by the center. The Program Coordinator is required, from time to time, to work outside of program hours to attend meetings or other events. Meeting/event hours are built into the work week.

- Access to MSP coverage, extended health & dental benefits
- Holiday and sick time
- Personal/Gratuity day as outline in staff manual
- Periodic use of a vehicle is useful but not prohibitive

The position is paid at Program Coordinator Level 1: \$21.73/hr

Submit letter of interest (include paragraph on why you are suited for this position) to Wesley no later than September 4th, 2020. If you feel that you meet some but not all requirements, we encourage you to apply.

Thank you,

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**Wesley Wong**

Program Manager

Jericho Kids Club Child Care Society