



Child Care Coordinator

Job Description

- § Directing and supervising child care workers
- § Developing and implementing programs to enhance the physical, social, emotional and intellectual development of young children
- § Providing care for children in before-school, after-school, day and vacation care centers
- § Managing physical childcare facilities and ensuring all buildings and equipment are maintained
- § Maintaining records and accounts for the child care centre, and
- § Complying with government child care requirements and standards.

Eligibility

- A two-year accredited post-secondary course in child care (diploma or advanced diploma) or a three-year accredited tertiary course in early childhood care.
AND
- Three years supervisory experience that reflects the responsibilities, duties and tasks of a Child Care Co-ordinator. This must be obtained in an environment of substantial size and reputation and subject to a regulatory framework, and gained after the accredited course referred to above is completed
AND
- Proficiency in English language literacy and numeracy with an International English Language Testing System (IELTS) score of at least 6 in all four components.



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Child Care Co-ordinator - Frequently Asked Questions

Q: What does supervisory experience in 'an environment of substantial size and reputation' mean?

A: A childcare centre licensed by a regulatory authority with a minimum of 20 children in the 0-5 age group.

Q: What about my work experience? I have completed my qualification in child care which had a work experience component within the course, is that enough?

A: No. You are still required to complete three years supervisory experience gained after your accredited course was completed. It must reflect the responsibilities, duties and tasks of a Child Care Co-ordinator.