

Fort Garry/St. Norbert Parent Child Coalition

Job Posting – Leader

Fort Garry / St. Norbert Parent Child Coalition

The Fort Garry / St. Norbert Parent Child Coalition is one of eighteen Coalitions across Manitoba funded by Child & Youth Services, Department of Families. Our mission is to support the healthy development of children in our community through meaningful parent and child programming.

We offer programs for families with children from birth to 5 years, with a focus on one or more of our core pillars: parenting, literacy, nutrition and physical activity, and capacity building. We also work closely with local agencies and community partners to support families and strengthen community connections.

About the Position

The Program Leader reports directly to the Initiative Coordinator and plays an important role in delivering engaging programs for parents and young children across the Fort Garry and St. Norbert communities. This position is well suited for someone who is enthusiastic, caring, and enjoys working with young children and their parents or caregivers in a community-based environment. The role primarily involves facilitating evening and weekend programming.

We're Looking for Someone Who Is

- Caring, nurturing, creative, and reliable
- Energetic, positive, and enjoys having fun with children
- Comfortable working with families from diverse backgrounds
- Passionate about supporting children's growth and development

Duties and Responsibilities

- Plan and facilitate engaging, developmentally appropriate parent and child activities
- Support program delivery in Family Centres and other community locations
- Coordinate the setup, preparation of materials, and cleanup of program spaces before and after sessions.
- Encourage parent participation in activities, discussions, and volunteer opportunities
- Create a safe, welcoming, and inclusive environment for all families
- Maintain accurate attendance and program records
- Communicate clearly and respectfully with parents, caregivers, and community partners
- Share information and resources related to literacy, nutrition, positive parenting, and physical activity
- Respond appropriately to the needs of children and families, seeking support when needed
- Follow all Coalition policies, including confidentiality and reporting procedures
- Attend staff meetings and contribute ideas for program improvement
- Participate in professional development opportunities
- Take part in biennial performance reviews

- Availability on Saturdays required

Skills and Requirements

- Experience working with young children and parents in a group setting (an asset)
- Knowledge of early childhood development and family dynamics
- Strong communication, organizational, and facilitation skills
- Ability to engage children and adults in creative, play-based learning
- Ability to confidently lead Circle Time, Rhyme Time, and Story Time for parent–child groups of varying sizes and diverse participants.
- Ability to work independently and as part of a team
- Strong problem-solving skills and ability to adapt in dynamic environments
- Willingness to participate in required professional development
- Current First Aid and CPR certification
- Completed Criminal Record Check and Child Abuse Registry Check
- Position requires consistent, independent use of a personal vehicle.

Position Details

- **Locations:** Various locations within Fort Garry and St. Norbert
- **Hours:** Part-time, varying based on program needs
- **Availability:** Flexible schedule including weekdays (daytime and evenings) and weekends, as required
- **Rate of Pay:** \$17.00–\$19.00 per hour
- **Contract:** September 2026 – March 2027
- **Closing Date:** May 27th, 2026

To Apply

Your cover letter and resume should clearly indicate how you meet the qualifications.

Apply by email to Audra Anderson, Initiative Coordinator coordinator@fgsn.ca
Fort Garry/St. Norbert Healthy Child Coalition