



Chippewas of the Thames First Nation

320 Chippewa Road, Muncey ON N0L 1Y0

Phone 519-289-5555 www.COTTfN.com

Chippewas of the Thames First Nation is accepting applicants for the position of:

Position Title: EarlyON Child and Family Coordinator
Department: Early Years / Enji Maajtaawaad Early Years
Hours of Work: 37.5 hours per week working onsite 8:30am – 4:30pm
Location: 320 Chippewa Road, Muncey ON
Posting Date: May 4, 2026
Posting Closes: May 19, 2026

Summary:

Under the direction of the Early Years Director, the EarlyON Child and Family Coordinator is responsible for coordinating the day-to-day delivery of the EarlyON Child and Family Program. This position supports high-quality, inclusive, culturally grounded programming for children, parents, caregivers, and families, including early learning opportunities, family engagement, outreach, referrals, and community connections.

The coordinator ensures programs and services are delivered in accordance with applicable legislation, Ministry of Education and funding requirements, COTTfN policies and procedures, and the needs of the community. The role supports program planning, monitoring, reporting, partnership development, confidentiality, quality assurance, and continuous improvement.

Responsibilities:

- Coordinate the day-to-day delivery of EarlyON Child and Family programming, including drop-in programs, family engagement, outreach, referrals, and special events.
- Create welcoming, inclusive, and culturally grounded early learning environments that support responsive adult-child relationships, exploration, play, inquiry, and caregiver participation.
- Plan and facilitate parent and caregiver engagement opportunities related to child development, parenting, nutrition, wellness, pre- and post-natal supports, and community resources.
- Support early identification and screening, targeted outreach, child-minding, transportation supports where approved, and referrals to appropriate community services.
- Ensure program policies, procedures, and practices promote the health, safety, and well-being of children, families, participants, and staff.
- Support compliance with requirements related to Vulnerable Sector Checks, first aid, emergency plans, sanitation, workplace health and safety, complaints, serious incident reporting, and documentation.
- Participate in annual needs-based planning and assist with developing objectives, work plans, schedules, and program priorities aligned with Enji Maajtaawaad Early Years and COTTfN priorities.
- Develop and maintain positive working relationships with families, community members, service providers, public health, education, childcare, specialized services, and other First Nation EarlyON programs.



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- Maintain complete, accurate, and confidential records for clients, program activities, attendance, referrals, outcomes, inventory, budgets, and reporting requirements.
- Use monitoring, evaluation, and reporting processes to support quality assurance, accountability, funder reporting, and continuous improvement.
- Keep the Early Years Director informed of program activities, emerging needs, incidents, risks, partnership opportunities, and matters that may affect COTTFN.
- Support staff, students, volunteers, and casual/relief staff assigned to EarlyON programming, including orientation, scheduling, communication, and day-to-day guidance.

Qualifications:

- Early Childhood Education diploma or degree from a recognized college or university.
- Registered with the College of Early Childhood Educators and in good standing.
- Minimum of five (5) years of experience working in early years, licensed childcare, family support, or related child and family programming.
- Experience coordinating EarlyON, family support, outreach, community programming, or parent/caregiver engagement is preferred.
- Experience working with First Nation children, families, communities, or Indigenous-led programs is considered an asset.
- Ability and willingness to learn and use Anishinaabemowin in the workplace; proficiency in Anishinaabemowin is considered an asset.
- Valid Standard First Aid and CPR Level C.
- Safe Food Handling Certificate and/or B, E, or F Driver's Licence are considered assets.

What Chippewas of the Thames First Nation Has to Offer:

- Comprehensive benefits for permanent employees, supporting health, dental, and overall well-being.
- Employer-matched pension plan to help build long-term financial security.
- Access to a confidential Family Employee Assistance Program (EAP) to support mental, emotional, and family wellness.
- Two-week holiday closure over Christmas and New Year's, providing dedicated time to rest and recharge with family and community.

Chippewas of the Thames First Nation gives hiring preference to qualified Indigenous applicants, with first preference given to qualified Chippewas of the Thames First Nation Band Members. Applicants who wish to be considered under this preference are encouraged to self-identify in their application.

Interested applicants, please submit a cover letter, resume, three work related references, photocopies of education documents to:



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320 Chippewa Road, Muncey ON N0L 1Y0

Phone 519-289-5555 www.COTTfN.com

human.resources@cottfn.com

OR

320 Chippewa Road, Muncey, ON N0L 1Y0

Please indicate "ROLE TITLE" in your application.

We thank all candidates for applying; however, only those selected for an interview will be contacted. Accommodations are available on request (by email to human.resources@cottfn.com) for candidates taking part in all aspects of the selection process.

As a federally regulated employer, Chippewas of the Thames First Nation is not required to include compensation ranges in job postings. Depending on the nature of the recruitment and the position, we may choose to share salary or pay band information in the posting or during the early stages of the process. Compensation is always discussed with candidates during recruitment to ensure clarity and alignment with their expectations and experience.