



JOB POSTING: YELLOW QUILL CHILDCARE DEPARTMENT

Title: Headstart Coordinator

Location: YQFN Headstart

Status: Full-Time

Reporting to: Director of Childcare

Wage/Salary: Dependent on Experience

Closing Date: August 7, 2026.

Yellow Quill First Nation Headstart is seeking a responsible Headstart Coordinator. Planning, implementing, monitoring, and evaluating the Headstart program to ensure compliance with local regulations. The coordinator supports children and families by overseeing program operations, staff development, family engagement, and community partnerships while promoting school readiness and child development.

Program Management

- Coordinate the daily operations of the Head Start program.
- Ensure compliance with Head Start Performance Standards, policies, and regulations.
- Develop, implement, and monitor program goals and objectives.
- Maintain accurate program records, reports, and documentation.
- Participate in program planning, self-assessments, and continuous quality improvement activities.
- Supervise and evaluate program staff.
- Provide coaching, mentoring, and professional development opportunities.
- Ensure staff maintain required certifications and training.
- Facilitate team meetings and encourage effective communication.
- Promote family involvement in children's education and development.
- Assist families in accessing community resources and support services.
- Develop partnerships with NEC and community organizations.
- Coordinate parent meetings, and family events.
- Support the implementation of developmentally appropriate curriculum.
- Monitor child assessments and school readiness outcomes.
- Ensure educational services meet the needs of enrolled children.
- Collaborate with teaching staff to promote positive learning environments.
- Ensure children receive required health, dental, nutrition, and developmental screenings.
- Monitor compliance with health and safety regulations.
- Coordinate referrals and follow-up services for children and families.
- Support wellness initiatives and healthy practices.
- Assist with budget planning and resource allocation.
- Support enrollment, attendance, and recruitment efforts.

Qualifications

- Early Childcare Education Level 2 or willingness to obtain
- 3–5 years of experience in early childhood education, family services, or program administration.
- Supervisory experience is an asset.
- Knowledge of Head Start Performance Standards and early childhood best practices.
- Strong leadership and organizational skills.
- Excellent communication and interpersonal abilities.
- Ability to work effectively with diverse families, staff, and community partners.
- Proficiency in Microsoft Office and data management systems.
- Strong problem-solving and decision-making skills.

Please submit a cover letter, resume, and updated CPIC no later than:

August 7, 2026. 4:30PM

ATTN: Human Resources Coordinator Email: Shantel.Poorman@yqfn.ca Fax: 306-322-2304

Posted on July 21, 2026.