



# Bowen Children's Centre

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## Family Place Coordinator, Bowen Island Family Place

**Location:** Bowen Island

**Nature of position:** Permanent, Part-Time

**Compensation:** \$25/30 per hour based on experience and education

**Position posted on:** January 16, 2026

**Start date:** February 2026

**Hours of Work:** up to 30 hours weekly

### Our Purpose

Bowen Island Family Place connects families and supports healthy family life on Bowen Island.

We believe strength-based support empowers parents to trust themselves and their parenting. Through relationship-building, we connect parents with themselves, their children, peers, and community to strengthen skills and navigate life's challenges.

### Position Summary

The Family Place Coordinator provides leadership for Bowen Island Family Place programs and daily operations. This role plans and delivers inclusive, play-based drop-in programming (4 days/week), supports families in accessing resources, supervises program staff and volunteers, and builds strong community partnerships. The Coordinator works closely with the Executive Director to ensure programs meet community needs and funder requirements.

### What We Hope You Will Bring

- Passion, professionalism, and positive energy
- Strong understanding of family-centred and early years best practices (birth–6 years)
- Excellence in confidentiality and discretion
- A collaborative, flexible, and solutions-oriented approach

### Key Responsibilities

#### Program & Operations

- Deliver a family/caregiver drop-in program 4 days/week
- Coordinate Family Place programs (e.g., Mother Goose, Baby Connections, Daddy and Me) and related meetings
- Collect and maintain attendance, statistics, and reports for funders and grants
- Prepare newsletters and program communications
- Support annual grants and year-round fundraising initiatives
- Coordinate guest speakers, special sessions, and health-related events
- Purchase and manage program and food supplies within budget
- Maintain receipts and submit monthly reconciliations
- Meet monthly with the Executive Director for planning and review
- Supervise and support BCC volunteers

## **Programming & Early Learning**

- Develop and deliver inclusive, play-based, developmentally appropriate programming
- Provide early learning and literacy-focused activities
- Establish consistent, welcoming routines for children and caregivers
- Welcome and orient new families to programs and resources
- Prepare healthy snacks and refreshments
- Complete additional programming tasks as assigned

## **Family Support**

- Create a warm, trusting, and professional environment
- Foster caregiver networks and healthy family development
- Encourage confidence, self-sufficiency, and self-worth
- Support families in accessing community resources and referrals
- Share relevant parent resources through newsletters and other channels

## **Community Connections & Outreach**

- Build and maintain relationships with community partners
- Represent Family Place at meetings and on committees
- Actively Represent and Support Community events that bolster Family Place's presence in the community through hands-on participation, including event setup, execution, and teardown (eg. Festival of Trees, Bow Fest)
- Promote Family Place through newsletters, website updates, and community publications
- Maintain an up-to-date client email list
- Oversee and support related programs, including training where required

## **Qualifications & Skills**

- Experience in early years, parent-child, or family-centred programming
- Strong knowledge of child development and inclusive, play-based practice
- Excellent facilitation, organization, and relationship-building skills
- Strong written communication skills
- Ability to work independently with sound judgment and confidentiality
- Current First Aid/CPR certification (or willingness to obtain)
- Criminal Record Check clearance

## **Salary & Benefits**

- \$25/30 hourly based on education and experience
- Eligible for extended health benefits (co-pay)
- Priority daycare placement for working parents
- Professional development opportunities