

JANE NORMAN  
COLLEGE

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**Position Description:** Resource Centre Coordinator  
**Supervision:** Executive Director, or designate  
**Location:** 60 Lorne Street Truro, NS, B2N 3K3  
**Telephone:** 902-893-3342

### **Organization**

Jane Norman College (“College”) is a non-funded, non-profit, private college which specializes in educating human services professionals in early childhood education, youth work, teacher assistance, and inclusion and intervention. In addition to college programs the College offers a wide variety of workshops. Also run under the auspices of the College are the Jane Norman Family Home Day Care Agency, the Dr Jane Norman Child Study Centre, the Russell Resource Library, the Jane Norman After School Program, and the Truro Early Childhood Resource Centre.

### **Position Scope**

Under the governance structure of the College, and reporting to the Executive Director, or her designate, the Resource Centre Coordinator supports the everyday operation of the College’s Early Childhood Resource Centre by helping early childhood educators (“ECEs”), students, and the early years (“EY”) community access services and physical resources at the College and specifically those of the Resource Centre. The position is full-time (35 hours per week) but the hours of operation for the role may include some evenings and weekend work. The position is tied to a grant funded by the Department of Education and Early Childhood Development. The role may be altered over the course of the grant due to provincial requests or constraints.

### **Nature of Work**

Work is administrative and will build on the Coordinator’s education and experience as an early childhood educator. The role requires a self-starter who is able to prioritize and complete multiple tasks, on deadlines, while representing the College. There will be local and some provincial travel. The ability to approach the local EY community to help others become aware of the Centre and to approach the local businesses to help stock the Truro Resource Centre’s Remida Room in a professional and capacity building manner is crucial to the success of the role. The Coordinator will report to the Executive Director on a regular basis and will bring forward ideas for the optimal functioning of the Truro Resource Centre and the role of Coordinator. The role demands a reasonable level of proficiency with technology, excellent interpersonal, written, and oral communication skills, and the ability to work effectively alone and with teams. An energetic, optimistic attitude and a willingness to help is a must.

### **Duties**

The following description outlines the range of duties for the Truro Resource Centre Coordinator.

### Core Duties

- Assess need for professional development in local community using a variety of sources and tools.
- Coordinate professional development for the EY community through working with the College faculty/staff, other EY professionals, the NS Early Years Professional Development Committee, the assigned Webmaster of the NS Professional Development site, and others.
- Work with College faculty/staff and other EY professionals to help ECEs, students and EY Community find services and resources.
- Make and maintain good relationships with licensed daycares throughout the province with a concentration on local daycare centres and directors/ECEs at those centres.
- Collect, update, maintain, disseminate information on Truro Resource Centre users to other faculty/staff and to the province as requested.
- Analyze other provincial resource centres' professional development offerings to ensure that Jane Norman College and the Truro Early Childhood Resource Centre's offerings fill gaps, avoid duplications and provide excellent and timely professional development to the Nova Scotia EY community with an emphasis on Truro and the surrounding area.
- Mentor daycare staff as requested by the centre directors. Initially the mentoring will be regarding the early childhood curriculum framework but mentorship could take on a variety of topics determined by the needs of daycare centres.
- Act as the College's liaison to the NS Early Years Professional Development Committee and the Committee's contracted webmaster to provide information for the provincial website as well as attend the NS Early Years Professional Development Committee's meetings as required.

### Ancillary Duties

- Maintain updates of the College's Facebook and website.
- Take responsibility for all Resource Centre assets, including the return of Resource Centre assets and the responsible use of College assets.
- Work closely with the College's Library Coordinator for the optimal use of the College's lending library.
- Collect donations to the Remida Room.
- Update skills as necessary by taking part in professional development and training as offered, and bring forward possible professional development that would enhance the position.
- Ensure Remida Room is fully stocked and in good order.
- Make and maintain working relationships with donators to the Remida Room.

### Other Duties

- Work with all staff during the College's registration/start of classes to ensure all students are equipped with books, resources and understand the role the Resource Coordinator plays at the College and in the community.
- Learn and use the Campus Login program.
- Fill in for variety of roles at the College if needed and schedule permits.
- Aid in Convocation preparation and Convocation ceremony.
- Participate in College staff meetings and internal functions.
- Perform any other related and related duties as necessary.

### **Skills and Aptitudes**

In addition to performing the above duties, the Resource Centre Coordinator will demonstrate the following abilities:

- Possess a minimum of an Early Childhood Education Diploma;

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- Ability to facilitate meetings and model best practices in early childhood education;
- Exercise an energetic and positive attitude while serving ECEs, students, the EY Community, Jane Norman faculty/staff, and those who use our programs and services;
- Have solid understanding of the College and its programs and services with ability to quickly direct customers to the appropriate area or staff member;
- Possess excellent interpersonal, written, and oral skills;
- Have reasonable proficiency with word processing and spreadsheets (Word/Excel) and have interest/ aptitude to learn other related technology to aid in raising profile of Resource Centre and the College;
- Possess good organizational skills;
- Exhibit flexibility and good time management skills;
- Show ability and willingness to work as a team member;
- Exercise pride in organization by speaking well of organization publicly and ensure a tidy, safe environment in the Resource Centre specifically and the College in general;
- Use initiative, problem solving skills, and judgment to help identify problems and solutions or better ways of working;
- Have education and/or experience with typical office equipment and systems;
- Exhibit mental alertness and stability (engaging with ECEs, EY community, faculty and staff daily);
- Possess good physical health and stamina (among other physical requirements: gathering and displaying Remida Room materials, bending and stretching to work with equipment, moving carts, delivering materials);
- Understand the necessity of personal boundaries by keeping in confidence information regarding all ECE's, day care centres, students, and customers of Jane Norman College;
- Have full access to a working vehicle and have a valid NS driver's license for the ability to transport donated goods or to deliver or pick up loan-able resources.