

POSTING: College-Montrose Children's Place (CMCP)

Position Title: Program Worker Assistant

Position: Full-time - contract

Hours 35 hours per week, (Tuesdays to Saturdays)

Salary Range: \$18.50/hr.

Location: CMCP EarlyON Child and Family Centre

ABOUT COLLEGE-MONTROSE CHILDREN'S PLACE:

CMCP has supported Healthy Children, Healthy Families and Healthy Communities in downtown west Toronto since 1983. Working with our many community partners we create and adapt Family Support and Early Learning Programs to meet the changing needs of children and their families. We are committed to excellence and strive to achieve the highest quality standards in all that we do. College-Montrose Children's Place creates welcoming inclusive environments that value the diversity of its communities. For more information, please visit our website at www.cmcp.ca

CMCP PROGRAMS:

CMCP operates and manages EarlyON Child and Family Centres, its satellites, Family Resource programs and a Community Foodbank. We offer early learning, literacy and parenting programs for parents/caregivers and children from age 0 to 6 yrs. We provide spaces for children and their parent/caregivers to take part in activities, obtain information about child development and services to support their development and family needs. Programs are held throughout downtown west Toronto.

JOB OVERVIEW:

The program worker assistant is responsible for delivering high quality programming for young children and their families (0 to 6 Years) for CMCP programs. This is a 12-month contract with the possibility of renewal, requiring 35 hours of work per week including some evenings. The staff will primarily work on-site but may be required to work remotely when necessary.

POSITION DESCRIPTION:

The Program worker will work with a Lead Family Support Worker (LFSW) and a small team of students and volunteers to plan and implement culturally and developmentally inclusive programs for children 0-6 years of age. Programs are planned to align with the EarlyON Child and Family Centres mandate, guided by family support principles, and delivered within the context of CMCP's mission and strategic plan.

THE PROGRAM WORKER WILL POSSESS:

Experience:

- Minimum of 3 years working with young children and families in community, childcare or EarlyON.
- Planning, developing and implementing inclusive quality play-based and early years programming for children birth to 6 years of age.
- Accessing community resources and making referrals.

- Working in a diverse environment.
- Facilitating in person and online programs and circle times in a community setting.
- Early Childhood Education degree/ diploma and a registered member in good standing with the College of Early Childhood Educators (Registered Early Childhood Educator or RECE) is an asset.
- Training and/or experience facilitating family workshops is an asset.
- Experience working in family support an asset
- Graphic design skills an asset.

Required Knowledge:

- Knowledge and experience with Emergent Curriculum, Elect and How Does Learning Happen
- Knowledge of available community resources
- Knowledge and/or willingness to learn to use zoom or other online forums to facilitate programming
- Knowledge of Family Support Principles.

Required Skills

- Strong program planning and implementation skills
- Excellent oral communication and writing skills
- Ability to work independently as well as part of a team
- Ability to speak a second language is an asset

Successful applications will also be required to complete a vulnerable sector screening. Qualified individuals are invited to submit their application by email with subject title Program Worker Assistant to dkobrosly@cmcp.ca by May 23/2024.

CMCP encourages applications from candidates, whose background is diverse in terms of culture, race, language, religion, class, gender/sexual orientation, including those who may need accommodation. Only applicants selected for interviews will be contacted. No phone calls please. CMCP is a scent free environment. **CMCP is committed to providing accommodations for individuals with disabilities, upon request.**