



CALEDON PARENT-CHILD CENTRE
150 Queen St. S.
BOLTON, ON L7E 1E3

POSITION POSTING

Position: Children's Program Leader
Summer Student Employment - 30 hours/week
Start Date - June 25, 2018 (10 weeks)

Accountability: Reports to Program Manager

The Caledon Parent-Child Centre (CPCC) is a non-profit charitable organization that has been providing quality programs for children, parents and caregivers, in Caledon and the surrounding area, since 1987. As the community's leading provider of support services for families with young children, its mission is to provide support, resources and education that strengthen families and promote the optimal development of children. Services support healthy child development, assist with the early identification of developmental concerns, provide referrals to specialized services, enhance parenting skills and prepare children for school. The Centre is a hub, offering an important blend of services that strengthen families and assist them in their critical role of raising young children.

Responsibilities:

- Plan and implement early learning activities and programs for young children (including those with special needs) at main Centre, rural sites and special events.
- Assist parents/caregivers with supervision of children during all programs.
- Assist with support and education services and programs for parents/caregivers.
- Participate in the preparation and delivery of outreach programs, summer festivals and community celebrations.
- Assist staff in providing a positive learning experience for children and a supportive environment for parents/caregivers.
- Assist in maintaining an up-to-date database of participants and lending materials.
- Assist in developing strategies to enhance social and cultural inclusion.

Qualifications:

- Applicants must have been full-time students who are returning as full-time students in the fall of 2018, preferably in a field related to child development, family support, teaching or community development.
- Working knowledge and clear understanding of current pedagogy "How Does Learning Happen?", for the Early Years and Guiding Principles of Family Support.
- Some relevant experience working with young children required.
- Must be able to work both independently and as part of a team.
- Strong interpersonal, leadership and organizational skills.

05/03/2018

- Computer literate.
- Valid driver's license and clean driving record required.
- First Aid and CPR certification an asset.
- Successful completion of Vulnerable Sector Check.
- Ability to work flexible hours (evenings, weekends).
- Able to lift approximately 25 pounds.
- Additional languages an asset.

Program Requirements: Applicants must be legally eligible to work in Canada and must fulfill all the requirements of the Canada Summer Jobs program.

Please submit resumes no later than **4:00 p.m. on Monday, May 21, 2018.**

The Caledon Parent-Child Centre is an equal opportunity employer and encourages applications from all qualified individuals for positions posted. Efforts will be made to hire a student who falls within the following priority groups: Student with Disabilities; Indigenous Student; Student who is a member of a visible minority, Student who is a new immigrant.

In accordance with the Accessibility for Ontarians with Disabilities Act and all other applicable legislation, The Caledon Parent-Child Centre is pleased to accommodate individual needs for applicants with disabilities within the recruitment process. Please advise if you require an accommodation to ensure your equal participation in the recruitment and selection process.

Job Contact Information

Ailsa Stanners-Moroz
Program Manager
Caledon Parent-Child Centre
150 Queen St. S.
BOLTON, ON L7E 1E3

Fax: (905) 857-0107

Email: ailsa@cp-cc.org

For more information visit: <http://www.cp-cc.org>

Completion of a satisfactory Vulnerable Sector Check is a condition of employment. Candidates must be legally eligible to work in Canada.

We thank all applicants; however only those selected for an interview will be contacted.