



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

**POSITION POSTING**

**Position:** Community Worker - Outreach and Development (CWOD)  
Summer Employment - 30 hours/week  
Anticipated Start Date - June 24 to August 30, 2019 (10 weeks)

**Accountability:** Reports to Manager of Community Relations & Volunteers (MCR&V)

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:**

- Assist in data collection (demographic), preparation and implementation of surveys (face-to-face and electronic), canvassing neighbourhoods, collection, collation and analysis of the resulting data;
- Assist the MCR&V in all aspects of community engagement, including but not limited to identifying barriers and determining solutions to community engagement (traditional and non- traditional);
- Assist with conducting local needs assessments to determine preferred hours of operations, types of programs necessary/preferred and other considerations in program planning;
- Participate in the preparation and delivery of outreach programs, summer festivals and community celebrations;
- Assist staff in resourcing and accessing services that enhance accessibility (e.g. translation services, transportation etc.);
- Assist with the implementation of focused and dedicated outreach strategies to Caledon communities, setting meetings with community partners and stakeholders;
- Assist in maintaining an up-to-date database of stakeholders;
- Assist in developing strategies to enhance social and cultural inclusion.

05/03/2019

**Qualifications:**

- Applicants must be youth ages 15 to 30 years with relevant post-secondary education and with a strong understanding and competency in outreach, community development, community engagement and digital/social media.
- Must be able to work both independently and as part of a team.
- Strong interpersonal, leadership and organizational skills.
- Computer literate.
- Valid driver's license, clean driving record and own vehicle is essential.
- First Aid and CPR certification an asset.
- Successful completion of Vulnerable Sector Check.
- Ability to work flexible hours (including 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 Friday, May 17, 2019.**

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 youth who self-identify as being part of the groups which are underrepresented or have additional barriers to the labour market.

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**

Shelly Sargent  
Manager of Community Relations and Volunteers  
Caledon Parent-Child Centre  
150 Queen St. S.  
BOLTON, ON L7E 1E3

Email: [ssargent@cp-cc.org](mailto:ssargent@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.