



CALEDON PARENT-CHILD CENTRE/EARLYON
150 Queen St. S.
Bolton, ON L7E 1E3

POSITION POSTING

Position: Registered Early Childhood Educator (RECE) Facilitator
Permanent – approximately 22 to 25 hours/week

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.

Position Summary:

Reporting to the Program Manager and working with Caledon Parent-Child Centre staff, responsibilities include planning and delivery of developmentally appropriate early learning activities and programs to meet the needs of parents/caregivers and children from birth to six years. Provides families and caregivers emotional support, resources, information and referrals to enable them to enhance the quality of care they provide.

Duties and Responsibilities:

This position entails, but is not limited to, the following responsibilities:

Program and Service Delivery

1. Plan and deliver responsive, inquiry-based programs that support learning in all areas of development (social, emotional, communication, language and literacy cognitive and physical) based on best practice (HDLH?, ELECT, Think, Feel, Act and principles of FRP)
2. Modify early learning activities/adapts program requirements for participants who have "special circumstances"
3. Utilize a variety of teaching strategies to support parents/caregivers: modelling active listening, observing, appreciative inquiry, demonstrating and guiding
4. Maintain and set up welcoming physical environment and materials to suit the needs of parents, caregivers and children
5. Supervise (Team Leader) Family Time at main site and mobile village sites
Team Leader organizes the daily schedule for coworkers/students/volunteers, assigns duties and tasks as needed and leads reflective debriefing process
6. Models effective and positive behavior management techniques for parents/caregivers of young children
7. Evaluate program success and periodically review with Program Manager/Executive Director
8. Engage with parents/caregivers to provide evidence-based resources and referrals

General

1. Ensure all programs are safe, appropriate, accessible, culturally sensitive and inclusive based on equity respect for diversity, safety and security for all inclusive of Francophone and indigenous parents/caregivers
2. Maintain client confidentiality
3. Maintain active, cooperative and effective communication with clients, community members, coworkers and volunteers
4. Complete administrative tasks as required (statistics, reports, program evaluations, updates to policies and procedures, etc.)
5. Drive the Caledon Parent-Child Centre mobile unit (van) and is responsible for van maintenance. May be required to drive personal vehicle when necessary
6. Participate in community events, outreach activities and fundraising initiatives

Qualifications and Experience:

- Registered Early Childhood Educator in good standing with the Ontario College of Early Childhood Educators required
- Minimum 3 years of experience in a similar position
- Experience in developing and implementing emergent programs based on *How Does Learning Happen? Ontario's Pedagogy for the Early Years*
- Special needs certification an asset
- Experience in adult workshops and group facilitation an asset
- Able to work flexible hours (evenings, weekends, split shifts)
- Legally eligible to work in Canada
- Excellent English verbal, written and presentation skills
- Additional languages an asset
- Strong interpersonal, leadership and organizational skills
- Must be able to work both independently and as part of a team
- Valid driver's license, clean drivers record and own vehicle required
- Ability to lift up to 25 lbs. and travel to our village sites as necessary
- Satisfactory Criminal Records Check (including Vulnerable Sector Check)
- Current First Aid and CPR-C certification.
- Computer literate

Qualified applicants can forward a cover letter and resume no later than **4:00 p.m. on Tues., Sept. 24, 2019**

The Caledon Parent-Child Centre is an equal opportunity employer and encourages applications from all qualified individuals for positions posted. We thank all applicants; however only those selected for an interview will be contacted.

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

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