



**Program Assistant – Casual / On Call position  
\$16.80 to \$19.32 per hour**

Are you passionate about working with children and families? Do you enjoy being part of a team in a thriving and inclusive environment? Are you someone with a strong attention to detail and excel at organization?

*This is an opportunity for you!*

**Who We Are**

Caledon Parent-Child Centre (CPCC) is a non-profit, charitable organization that provides high-quality programs for children, parents and caregivers in Caledon and the surrounding areas. The Centre is a hub, offering an important blend of services that strengthen families and assist them in the critical role of raising young children. Services include child development and early learning opportunities, early identification of developmental concerns, referrals to specialized services and supports, and parenting education.

**The Position**

Reporting to the Program Supervisor and working with Caledon Parent-Child Centre staff, responsibilities include supporting the delivery of high-quality early learning programs and services that support parents, caregivers, and children from birth to six years. Provides administrative support for all program functions.

**Areas of Responsibility**

In this growing organization, you will perform the following tasks:

- Greet families and provide information about programs and services, as well as give tours of the facilities.
- Complete administrative tasks such as registration, program attendance, program evaluations, statistics, reports, etc.
- Respond to and redirect telephone and email inquiries as necessary.
- Support families and caregivers by providing information when appropriate and directing concerns to the Program Facilitator.
- Assist in complete set-up and take down needed in the delivery of programs.
- Assist with daily physical literacy activity and Songs & Stories.
- Supervise the environment to ensure the safety of all users.
- Ensure facilities and resources are maintained with a high level of cleanliness, by replenishing supplies, sanitizing/washing equipment and toys, cleaning furniture and floor surfaces. Comply with Public Health and Safety Protocols.
- Provide childminding to children of parents/caregivers participating in support groups/workshops as required.
- Ensure programs and services are safe, appropriate, accessible, culturally sensitive, and inclusive.
- Maintain active, cooperative, confidential, and effective communication with clients, community members, coworkers, and volunteers.
- Participate in community events, outreach activities and fundraising initiatives.



**Skills & Qualifications**

- Successful completion of a post-secondary administrative studies program or relevant field of study.
- Minimum 3 years of experience in providing service to the public, preferably with families and children.
- Proficient in Microsoft Office Suite.
- Experience planning and facilitating early learning activities and programs an asset.
- Non-profit sector experience an asset.
- Strong listening, interpersonal and communications skills.
- Additional languages an asset.
- Excellent attention to detail.
- Must be able to work both independently and as part of a team.
- Able to work flexible hours including evening and weekend shifts.
- Ability to lift up to 25 lbs and travel to rural mobile sites as needed.
- Valid driver's license, clean driving record and access to reliable vehicle is required.
- Successful completion of Criminal Record Check (including Vulnerable Sector Screening).
- Current First Aid and CPR-C certification is required.

If you are interested in making a meaningful contribution at CPCC, forward a cover letter and resume no later than **4:00 p.m. on Monday, May 16 2022**. For more information visit: <http://www.cp-cc.org>

Caledon Parent-Child Centre is an equal opportunity employer and encourages applications from all qualified individuals for positions posted. We value the diversity of the people we hire and serve and foster a workplace where individual differences are recognized, appreciated, respected, and responded to in ways that fully develop and utilize each person's talents and strengths. 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, 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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