

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

Position: Canada Summer Jobs Early Childhood Program Staff Assistant

Length: 8 weeks, 35 hrs./week

Expected start date: June 29, 2026 and July 06, 2026

Job Types: Full-time in-person, Temporary position, Contract

Salary: \$17.60 per hour

Location: Variable (3735 Dundas Street West, M6S 2T7 / 66 Sheridan Ave, M6K 2G9)

of positions: 3

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 and its satellites, as well as Family Resource Programs. We offer early learning, literacy and parenting programs and services for parents/caregivers and children from age 0 to 6 yrs. We provide places for children and their parent/caregivers to take part in activities, obtain information about child development and access services to support their children's development. Programs are held throughout downtown west Toronto.

JOB OVERVIEW:

The Early Childhood Program Staff Assistant is responsible for delivering high quality programming for young children and their families (0 to 6 Years) for CMCP programs.

Key Responsibilities Include:

- Support lead staff with program planning and implementation of children's activities.
- Planning, developing and implementing inclusive quality play-based and early years programming for children birth to 6 years of age
- Engage in play with children and build relationships with participants.
- Researching and creating resources to support program.
- Support drop-in (indoors & outdoor programming).
- Facilitating in person and online programs and circle times in a community setting.
- Meeting all Health & Safety requirements.
- Supporting with facilitation of song and story times.

- Support with parent relief and childcare.
- Support with outreach
- Support with maintaining daily cleaning of all program areas
- Work at the foodbank
- Support with special community events
- Attending staff debriefings and meetings.

Qualifications:

- **Be 15 years to 30 years of age (inclusive at the start of employment).**
- Is a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the *Immigration and Refugee Protection Act*
- Is legally entitled to work according to the relevant provincial / territorial legislation and regulations. (International students are not eligible. Recent immigrants are eligible if they are Canadian Citizens or permanent residents).
- Education Background or experience working with young children and families an asset
- Knowledge of early childhood development principles is an asset.
- Strong organizational and time management skills.
- Ability to work collaboratively as part of a diverse team and environment.
- Fluent in a second language an asset
- Energetic, motivated and interested in making a difference by working for a non-profit.
- Willing to work some evenings and weekends is a must.
- Comfortable using computers and digital tools to create materials and resources.
- Hard-working, reliable, flexible and able to multi-task.

Successful applicants will also be required to complete a vulnerable sector screening. Qualified individuals are invited to submit their application by email with subject title CSJ Early Childhood Program Staff Assistant to dkobrosly@cmcp.ca by June 18/2026.

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.**