

College-Montrose Children's Place

POSITION TITLE: Saturday Program Worker/Occasional Staff Replacement

POSITION: Permanent Saturdays-Contract

HOURS: 7 hrs. on Saturdays and Occasional Staff Replacement (as needed)

SALARY: \$21.00/hr.

SUPERVISED BY: Lead Family Support Worker

POSITION SUMMARY

The Program worker will work with a Family Support Worker (FSW) and a small team of students and volunteers to plan and implement culturally inclusive supportive programs that promote growth in all areas of development for children 0-6 years of age. Programs are planned to align with the EarlyON Child and Family Centres mandate, guided by family support principles, and delivered within the context of the CMCP mission and strategic plan.

PROGRAM/OUTREACH RESPONSIBILITIES

- Planning, developing, and implementing inclusive, quality play-based and early years programming both in person and virtual (including but not limited to live circle times, recorded videos, etc.) for children birth to 6 years of age.
- Accessing community resources and making referrals.
- Working in a diverse environment.
- Facilitating family workshops when trained.
- Facilitate and encourage interaction between adults and children in the drop-in program in person and virtually.
- Facilitate an atmosphere of mutual support and responsibility amongst all participants both in person and virtually.
- Informally assess the developmental needs of children under 6 and refer families to appropriate resources if required for both in-person and virtual programs.
- Support parents to care for their children in the program both in-person and virtually.

STAFF TEAM DEVELOPMENT

- Support students and volunteers as requested.
- Discuss and resolve any problems/issues with the staff team.
- Attend and participate in staff meetings as required.
- Pursue an ongoing plan of professional development.

ADMINISTRATION

- Maintain a daily log of activities and observations.
- Record data as required by the Centre and its funders, including the tracking of referrals.

- To perform other related duties as required.

CENTRE DEVELOPMENT

- Participate in Centre-wide events and community events as appropriate.
- Encourage and support the involvement of all participants in the implementation and planning of programs.

QUALIFICATIONS

- RECE, and in good standing with the College of ECE is an asset.
- Minimum of 3 years working with young children and families in community, childcare or EarlyON setting.
- Knowledge and experience with Elect and How Does Learning Happen.
- Knowledge of services and programs for families with children ages 0 - 6 years including those with special needs.
- Solid background in program planning for children 0- 6 years.
- Excellent oral communication and writing skills.
- Demonstrated ability to work in a team setting.
- The ability to speak a second language is an asset.
- Experience in adult facilitation as an asset.

Successful applications will also be required to complete a vulnerable sector screening. Qualified individuals are invited to submit their application by email with the subject title Saturday Program Worker/Occasional Staff Replacement to info@cmcp.ca by Jan. 31, 2025

CMCP encourages applications from candidates whose backgrounds are diverse in terms of culture, race, language, religion, class, and 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 accommodation for individuals with disabilities, upon request**