



APPLEGROVE COMMUNITY COMPLEX

60 Woodfield Road, Toronto, Ontario M4L 2W6

416-461-8143 www.applegrovecc.ca

JOB POSTING

Parent/Child Program Worker (Part Time)

POSITION SUMMARY

The Parent/Child Program Worker is responsible for the facilitation of the EarlyON Parent-Child Drop In. Working as part of a team, the Parent/Child Worker plans, implements and coordinates programming for participants (both children and adults) in a culturally, socially and economically diverse setting, so that the EarlyON family resource program remains a safe, clean, inclusive, supportive and enriching environment

MAJOR RESPONSIBILITIES

Working as part of a team, to:

- Plan and implement an age appropriate, inclusive, integrated and enriching daily program of art, music, literacy and play, as well as special events.
- Ensure that the drop-in remains clean, safe and attractive for all participants.
- Interact with children and adults in a warm, friendly and inclusive manner, modelling appropriate behaviour.
- Promote understanding of childhood development among participants.
- Deal effectively with all inquiries, including providing informal counselling and guidance; making appropriate referrals; and providing information and informal support.
- Participate in agency and external committees.
- Promote volunteerism through participant involvement in daily activities, special events, tasks and decision-making; and by encouraging and supervising student placements.
- Undertake program outreach.
- Prepare an annual work plan and budget.
- Organize purchases of materials and supplies.
- Organize, facilitate and/or lead educational events for parents and caregivers.
- Staff and co-ordinate drop-in advisory committee meetings.
- Prepare, administer, analyse and report on an annual program evaluation.
- Identify new program needs.
- Liaise with maintenance staff regarding facility safety, cleanliness, repair and upkeep.
- Adhere to all Applegrove policies.

KNOWLEDGE, SKILLS AND EXPERIENCE

- Must be a Registered Early Childhood Educator (RECE) in good standing.
- Extensive knowledge of child development and family dynamics, and the ability to plan and implement an early childhood program.
- Minimum of 1 year experience working directly with children up to age 6, and experience with parents and caregivers. Equivalent volunteer and in-home experience considered.

Charitable Number: 10671 8943 RR0001

- Demonstrated ability to build and maintain healthy and effective working relationship with parents, care providers, colleagues, other service providers, and community partners.
- Ability to work effectively in an independent environment as well as a team setting.
- Knowledge of community services.
- Commitment to diversity, equity and inclusion.
- Computer literacy required, with proficiency in Microsoft Office applications.
- Assets include:
 - Experience providing programming in a digital environment (e.g. Zoom, Instagram)
 - Experience working with and overseeing with volunteers
 - Experience in a multi-cultural community with a variety of socio-economic levels.

TERMS OF EMPLOYMENT

Hours per Week: 22 hours per week
 Hours of Work: Monday to Thursday between 8:45 am and 4:00 pm (days and times to be negotiated)
 Union Status: Union Position - CUPE Local 2998 – Wage Grade 7
 Starting Hourly Rate: \$23.95
 Benefits: Eligible to enroll in health, dental, life and disability benefits after completing probation; eligible to enroll for OMERS pension as of day one
 Reports To: Program Director

Other Requirements:

- Vulnerable Sector Screening (cost to be covered by Applegrove)

In accordance with the collective agreement, CUPE Local 2998 members will be considered first (please identify this in your cover letter and subject line).

APPLICATION INSTRUCTIONS

Provide your cover letter and resume by email or mail by 5pm on Monday January 16 to:

Susanne Burkhardt, Executive Director
 Applegrove Community Complex
 60 Woodfield Road, Toronto, Ontario, M4L 2W6
 Email: sburkhardt@applegrovecc.ca

For email submissions please use the subject line “Parent-Child Program Worker” and provide your cover letter and resume as one PDF document.

Applegrove is an equal opportunity employer and encourages applications from diverse candidates.

In accordance with Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act, 2005, and the City of Toronto’s Accommodation Policy, accommodation will be provided in all parts of the hiring process. Applicants are asked to make their needs known in advance.