



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

POSITION POSTING

Position: Program Facilitator
Part-Time – approximately 15-20 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 the planning and facilitation of early learning and development programs and services that support families, caregivers and children from birth through six years of age. The Program Facilitator will provide 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. Plans and facilitates developmentally appropriate early learning activities and programs to meet the needs of parents/caregivers and children. Activities and programs are guided by *How Does Learning Happen? Ontario's Pedagogy for the Early Years*.
2. Modifies early learning activities/adapts program requirements for participants who have "special circumstances".
3. Plans and facilitates parenting enrichment programs and workshops for parents/caregivers providing up-to-date, relevant information on child development and parenting.
4. Supervises (Team Leader) Family Time at main site, satellites and village sites. Team Leader organizes the daily schedule for coworkers, students and volunteers. Assigns duties and tasks as needed. Leads reflective debriefing process.
5. Models effective and positive behavior management techniques for parents/caregivers of young children.
6. Evaluates program success and periodically reviews with Program Manager/Executive Director.
7. Supports participants and their families in accordance with the 12 Principles of Family Support. Engages with families to provide appropriate referrals, resources and information.

General

1. Ensures programs and services are accessible, culturally and socially inclusive, safe and supportive. Maintains client confidentiality.
2. Maintains active, cooperative and effective communication with clients, community members, coworkers and volunteers.
3. Completes administrative tasks as required. (Statistics, reports, program evaluations, updates to policies and procedures, etc.)
4. Drives the Caledon Parent-Child Centre mobile unit (van) and is responsible for van maintenance. May be required to drive personal vehicle when necessary.
5. Participates 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 developing and facilitating parenting enrichment programs and workshops an asset.
- Experience in group facilitation an asset.
- Able to work flexible hours (evenings, weekends).
- Excellent English verbal, written and presentation skills.
- Strong interpersonal, leadership and organizational skills.
- Must be able to work both independently and as part of a team.
- Valid driver's license, clean driving record and own vehicle required.
- Ability to lift up to 25 lbs. and travel to our village sites as necessary.
- Additional languages an asset.
- Successful completion of Vulnerable Sector Check.
- Current Emergency First Aid and CPR certification.

Qualified applicants can forward a cover letter and resume no later than **4:00 p.m. on Monday, January 22, 2018**

The Caledon Parent-Child Centre is an equal opportunity employer and encourages applications from all qualified individuals for positions posted.

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

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

Completion of a satisfactory Vulnerable Sector Check is a condition of employment. Candidates must be legally eligible to work in Canada.

We thank all applicants; however only those selected for an interview will be contacted.