



**Program Assistant
Replacement Contract (up to 16 months),
Part-Time position: 28 hours per week, including evenings & Saturday rotation
\$18:00 to \$20.00 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, responsibilities include providing **administrative support** for all program functions that support the delivery of high-quality early learning programs and services that support parents, caregivers, and children from birth to six years. The successful candidate will be working primarily with our families in our EarlyON and Growing Together in Peel programs. This position is located at our Bolton site and surrounding areas.

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.
- 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 support and healthy meal preparation for the Growing Together in Peel program. Responsible for purchasing food and supplies and maintaining records.
- 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.
- Assist with daily physical literacy activity and Songs & Stories.
- Maintain active, cooperative, confidential, and effective communication with clients, community members, coworkers, and volunteers.
- May be required to be a Worker Member of the Joint Health and Safety Committee.
- 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 computer programs including Microsoft Office.
- Non-profit sector experience an asset.
- Strong listening, interpersonal and communication 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 evenings and weekends.
- Ability to lift up to 25 lbs and travel to rural mobile village 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).
- Experience planning and facilitating early learning activities and programs an asset.
- Current First Aid and CPR-C certification is required.
- Food Handlers Certification an asset.
- Joint Health and Safety Committee Certification an asset.

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 Friday, September 29** to Tracey at tstewart@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

Tracey Stewart
Program Manager
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BOLTON, ON L7E 1E3
Email: tstewart@cp-cc.org