



Program Supervisor
Permanent, Full-Time
\$47,000 to \$52,000 annual salary

Are you interested in working in a thriving and inclusive environment? Do you have demonstrated experience in leading teams and planning high-quality, inclusive community-based child and family programs? Do you have a passion for supporting children and their families? Chances are you have been a key contributor in your current role and are now looking for a new challenge.

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 opportunities, early identification of developmental concerns, referrals to specialized services and supports, and parenting education.

The Position

Reporting directly to the Program Manager, you are responsible for the supervision and scheduling of staff, volunteers and students, and oversight of daily programs for 3 permanent Centres and various rural mobile sites. You will be required to assume areas of responsibility in the Program Manager's absence.

Areas of Responsibility

In this growing organization, you will perform the following tasks:

Program Supervision

- Contribute to the development of innovative and creative programs that meet local community needs.
- Build capacity with staff as it relates to best practice curriculum through the use of HDLH, ELECT, Think, Feel, Act. and principles of FRP.
- Create frameworks and execute professional learning opportunities for staff.
- Address any formal and informal complaints in the absence of the Program Manager.
- Promote a positive profile of the organization by participating in outreach opportunities.

People Supervision

- Oversee daily service delivery including scheduling and supervision of staff, volunteers and students across Centres and rural mobile sites. Arrange coverage for expected/unexpected absences.



- Utilize a variety of techniques including coaching, modeling, active listening, observing, questioning, demonstrating, and supporting staff, volunteers, and students to ensure program quality.
- Review and monitor program plans to ensure alignment to best practice curriculum.
- Co-lead regular meetings with staff to reflect, plan and update.
- Ensure programs and sites are welcoming, inclusive, safe and clean for families.
- Support performance reviews. Provide opportunities for staff to identify and develop goals for professional development, and meet with them to discuss ongoing needs and growth.
- Support continuous quality improvement process.
- Provide coverage in programs at various locations, when necessary.

Administration

- Review timesheets, monitor and reconcile staffing hours.
- Oversee registration of programs. Participate in the creation/edit of monthly calendars for families.
- Support program evaluations and assist with reports to funders.
- Participate in developing and updating policies and procedures.

Skills & Qualifications

- Post-secondary education in a relevant field of study (e.g. Early Childhood Education (RECE), Social Work, Child and Youth Worker, Human Resources, etc.) with supervisory experience
- Minimum of 3 years of progressive work experience in a senior position working with families with young children (0-6 years)
- Knowledge of relevant Acts, legislation, and frameworks, including but not limited to the Child Care and Early Years Act, the ELECT curriculum and How Does Learning Happen? Documents are essential
- Demonstrated ability in planning and delivering high quality, welcoming and inclusive programs for a diverse community
- Knowledge in child development, supporting families and the parent-child relationship
- Knowledge of services for children and families and experience in referral
- Non-profit sector experience an asset
- Health and Safety training an asset
- Working knowledge of EarlyON centre preferred
- Working knowledge of OCCMS an asset
- Strong problem-solving skills with the ability to analyze and diagnose the issues reaching a suitable solution
- Strong interpersonal, leadership and organizational skills with the ability to clearly articulate directions, concepts and information
- Excellent verbal and written communication, facilitation and conflict resolution skills
- Second language is an asset
- Experience and understanding of working effectively in a diverse environment
- Ability to work effectively both independently and with colleagues and clients
- Well-developed presentation and group skills
- Well-developed organization and time management skills
- Proficient in Microsoft Office Suite and platforms such as Zoom, Teams, and SharePoint
- Ability to multi-task and flexibility in accepting work assignments



Caledon Parent-Child Centre

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- Monday to Friday schedule with some flex scheduling. Weekend and evening work required as per agency requirements
- Regular attendance at off-site meetings
- Valid driver's license and own vehicle required to travel between sites regularly
- Successful completion of Criminal Record Check (including Vulnerable Sector Screening)
- Current First Aid and CPR-C Certification is required

If you're interested in making a meaningful contribution at CPCC, forward a cover letter and resume no later than **4:00 p.m. on Friday, November 17, 2023.**

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

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