



Program Assistant (Casual) **\$17.14 to \$20.00 per hour**

Are you passionate about working with children and families? Do you enjoy working as part of a team in a thriving and inclusive environment? Are creativity, flexibility, and facilitating some of your strengths? *This is an opportunity for you!*

Who We Are

Caledon Parent-Child Centre (CPCC) is a non-profit, charitable organization serving Caledon and surrounding areas. We provide a safe space for families to access high-quality programs and services for themselves and their children. We are an inclusive community hub, promoting positive outcomes for children, while connecting families to each other and community resources. We tailor our work to respond to community needs. We work to reduce the barriers to an exceptional childhood by supporting parents/caregivers and their capacity to parent. Our staff responds with empathy to common caregiving concerns, and promotes health and positive social, emotional and physical development of children.

Benefits

- Join a high profile, respected community service organization that is uniquely positioned in its service to your local community.
- Become part of the not-for-profit community service/charitable sector in your community.
- Invest your Early Childhood and Family Support expertise in a caring organization that provides quality programs and family supports for children, parents, and caregivers in Caledon and the surrounding areas.
- Strengthen and enhance your knowledge of early childhood education, family support, problem-solving, DEI and team-building skills.
- Use your voice and connections to help further Caledon Parent-Child Centre's identity and impact in the communities that we serve.

The Position

Reporting to the Program Supervisor and working with Caledon Parent-Child Centre staff, responsibilities include supporting the delivery of high-quality early learning programs and services that support parents, caregivers, and children from birth to six years. Provides administrative support for all program functions.

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.
- Assist with daily physical literacy activity and Songs & Stories.
- 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 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.
- Maintain active, cooperative, confidential, and effective communication with clients, community members, coworkers, and volunteers.
- 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 Microsoft Office Suite.
- Experience planning and facilitating early learning activities and programs an asset.
- Non-profit sector experience an asset.
- Strong listening, interpersonal and communications 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 evening and weekend shifts.
- Ability to lift up to 25 lbs and travel to rural mobile 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).
- Current First Aid and CPR-C certification is required.

If you are interested in making a meaningful contribution at CPCC, forward a cover letter and resume to 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
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