



**Caledon Parent-Child Centre  
150 Queen St. S.  
Bolton, ON L7E 1E3**

**POSITION POSTING**

<b>Position:</b>	Early Childhood Assistant – 2 positions Summer Employment – 30 hours/week (9 weeks) Anticipated Start Date –Monday June 24
<b>Accountability:</b>	Reports to Program Manager/Program Supervisor

***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***

The Early Childhood Assistant will work with the CPCC staff team to provide a nurturing, supportive environment and positive and engaging learning opportunities for children and parents/caregivers.

***Areas of Responsibility***

- Support and assist in planning and implementation of in person (indoor/outdoor) and/or virtual early learning activities and experiences for young children and their parents/caregivers. (including adaptations to support accessibility and inclusivity).
- Assist parents/caregivers with supervision of children during all in person programs.
- Assist with support and education services and programs for parents/caregivers.
- Participate in the preparation and delivery of outreach programs, events and community celebrations as requested.
- Assist in maintaining an up-to-date database of participants and lending materials.
- Research and develop strategies to enhance social and cultural inclusion.
- Assist in the sanitation of all program materials and environments in compliance with procedures mandated by the Region of Peel Public Health.
- Perform other administrative duties and special projects as required and assigned..

***Skills & Qualifications***

- Applicants must be between 15 to 30 years of age (inclusive) at the start of employment.
- Relevant education and knowledge in a field related to child development, family support, teaching or community development.
- Working knowledge and clear understanding of “How Does Learning Happen?” Ontario’s Pedagogy for the Early Years and the Guiding Principles of Family Support is an asset.
- Some relevant experience working with young children 0 to 6 years of age required.
- Must be able to work both independently and as part of a team.
- Strong interpersonal, leadership and organizational skills.
- Computer literate.
- A valid driver’s license, clean driving record and access to reliable vehicle is an asset. Must be



able to report to all CPCC locations in Caledon reliably and independently.

- First Aid and CPR certification an asset.
- Successful completion of Criminal Record Check including Vulnerable Sector Screening is required.
- Ability to work flexible hours (including evenings, weekends).
- Able to lift approximately 25 pounds.
- Additional languages an asset.

### ***Program Requirements***

Applicants must be legally eligible to work in Canada and must fulfill all the requirements of the Canada Summer Jobs program.

Qualified applicants can submit a cover letter and resume no later than **4:00 p.m. on Friday, May 17, 2024**

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. Efforts will be made to hire youth who self-identify as being part of the groups which are underrepresented or have additional barriers to the labour market.

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  
Caledon Parent-Child Centre  
150 Queen St. S.  
BOLTON, ON L7E 1E3

Email: [tstewart@cp-cc.org](mailto:tstewart@cp-cc.org)  
For more information visit: <http://www.cp-cc.org>

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