



Malvern Family Resource Centre

90 Littles Road, Scarborough, ON M1B 5E2

☎(416) 284-4184 ★ Fax 416-293-1997

Website: www.mfrc.org ★ Email: mail@mfrc.org

Child And Family Program Assistant **JOB POSTING**

Summary:

To support planning, implementation and coordination of activities and programs for parents and children

Responsibilities:

- Keep daily statistics on programs and ensure all relevant documentation/records are maintained and kept in secure location
- Attend staff and other meetings as necessary.
- Consult with Site Supervisor with any recommendations for new programs of improving existing programs.
- Ensure the implementation of the programs policies and procedures.
- Provide written reports as required.
- Establish routines for children in the program.
- Implement age-appropriate developmental activities for children.
- Assist with the preparation, setup/clean up before and after programs as well as washing toys and kitchen clean-up, etc.
- Ensure agency and standard health and safety protocols are followed
- Follow child abuse reporting protocols
- Additional duties as required

Necessary Skills/Qualifications:

- Enrolled in Early Childhood Education program
- Experience working with children from diverse backgrounds
- Excellent interpersonal, conflict resolution, verbal and written communication skills.
- Commitment to anti-racism and non- discrimination practices.
- Demonstrated ability to manage multiple deadlines.
- Ability to comply with policies regarding confidentiality, privacy and record keeping
- Ability to work independently and as part of a team
- First Aid/CPR training or a willingness to obtain prior to employment
- Criminal reference check is required

Hours & Rate of Pay:

This position is 8 weeks beginning on July 3rd, 2018 at minimum wage for 30 hours per week. Candidates for these position must be between the ages of 15-30 at the start of their employment. Candidates must be registered as full-time students in the previous academic year and intending to return to school on a full-time basis in the coming academic year. Candidates must also be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred and must be legally entitled to work in Canada in accordance with provincial regulations. Candidates must also be able to commit to full contract duration.

Accountability:

Position will report to the Site Supervisor & Manager, Children's Programs & Services

Closing Date: Friday, May 11th, 2018 at 5:00pm - Please send resume and cover letter as one document with your name appearing 'First Name Last Name – Early Years Program Assistant (CSJ)' as the attached file name. Please note that applications will be reviewed and may be contacted on a rolling basis before the closing date. No phone calls please! Please submit your candidacy to: Fax: (416) 293-1997 or E-mail: anusha@mfrc.org

Malvern Family Resource Centre is an equal opportunities employer. All applicants are thanked in advance for their interest, however, only those selected for an interview will be contacted. If you are contacted by MFRC regarding a job opportunity and need accommodation through the hiring process, please contact us at aoda@mfrc.org (This address is for accommodation inquiries ONLY. Resumes sent to this address will not be considered.)



United Way
Toronto & York Region

Satellite Site: 1321 Neilson Road, Scarborough, ON, M1B 3C2

☎416-281-1376

FAX 416-281-8898

"Strengthening Families is Our Business"