



# MALTON NEIGHBOURHOOD SERVICES



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## Job Posting

|                           |  |
|---------------------------|--|
| <b>Position:</b>          | Program Facilitator, Early ON  |
| <b>Contract type:</b>     | On Call – Variable hours per week  |
| <b>Start Date:</b>        | ASAP   |
| <b>Location:</b>          | Region of Peel   |
| <b>Rate:</b>              | \$25.40 per hour   |
| <b>Deadline to apply:</b> | Open until filled  |
| <b>Position Type:</b>     | This position is part of the bargaining unit.  |
| <b>How to apply:</b>      | Please email your resume with a cover letter to <a href="mailto:HR@mnsinfo.org">HR@mnsinfo.org</a> |

MNS is a non-profit charitable organization which has provided settlement and community support services since 1975. For more information about MNS, please visit our website at [www.mnsinfo.org](http://www.mnsinfo.org)

### Position Summary:

As a Program Facilitator for Early ON, you will play a vital role in supporting early childhood development and education initiatives. Your primary responsibilities will include planning, organizing, and facilitating engaging programs for children and their families, promoting learning through play and interaction. You will collaborate with community partners, provide resources and support to families, and assess program effectiveness. A strong understanding of child development and effective communication skills are essential for fostering a positive and inclusive environment.

### Duties:

- Plan, develop and implement inquiry-based early years programs for parent/caregivers and their children ages birth to six (6) years.
- Ensure that the programs are relevant and meaningful according to the current pedagogy for Early ON framework and family resource principles.
- Maintain, distribute, and keep inventory of parenting resources, equipment, and supplies.
- Facilitate and or co-facilitate parenting programs as needed.
- Provide orientations to new participants and ensure registration and sign-in procedures are maintained.
- Providing programs and services in non-traditional locations and transporting the equipment and materials using the program vehicle.
- Submit accurate and timely program administrative documents including forms.
- Supervise programs sites to ensure health and safety of the play environment and equipment are maintained.

- Disinfect high touch point areas throughout the day and maintain light cleaning throughout the different worksites.
- Other duties as may be assigned by the supervisor.

**Qualifications:**

- Post secondary education in a related field. Preference will be given to those with Early Childhood Educator Diploma.
- Must be Registered Early Childhood Educator (RECE) and in good standing with the College of Early Childhood Educators.
- Minimum one (1) year experience with working with families and children within a childcare and or family resource setting.
- Certification in Mother Goose, Nobody's Perfect, Group Facilitation an asset
- Good customer service skills and comfortable dealing with the public
- Working knowledge of How Does Learning Happen (HDLH). Knowledge of relevant legislation including Child Care and Early Years Act, Family and Services Act, and Duty to Report
- Comfort and ability to wear Personal Protective Equipment (mask and eye protection) for in person programming.
- **Must be able to work evenings and weekends in an indoor, outdoor, and online virtual setting.**
- Must have a valid CPR/First Aid training Certification.
- Must provide record of immunization mandated for the Early Childhood Educators (ECEs)
- Must have a valid driver's licence with a good driving record.

**Upon hire, candidates must provide a valid Vulnerable Sector Screening (VSS) obtained within the last 6 months.**

*"We thank all applicants for their interest in MNS. However, only candidates selected for an interview will be contacted. No telephone calls please."*

*MNS encourages applications from individuals reflecting the diversity of our community. MNS is committed to fair and accessible employment practices and when requested, will make reasonable effort to accommodate people with disabilities during the recruitment and assessment processes when filling positions.*