



MALTON NEIGHBOURHOOD SERVICES



3540 Morning Star Drive, Mississauga, ON L4T 1Y2

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JOB POSTING

EarlyON Program Supervisor Position Six Months Contract (35 Working Hours Per Week)

Malton Neighbourhood Services is a non-profit charitable organization that provides a variety of programs and community support services since 1975. Eligible candidates are invited to apply for the full-time contract EarlyON Program Supervisor position.

Position Description:

The EarlyON Program Supervisor will assist the Program Manager to build capacity with staff as it relates to best practice curriculum using HDLH, ELECT, Think, Feel, Act and principles of FRP. Contribute to the development of innovative and creative programs that meet local community needs.

Responsibilities:

- Oversee the daily program, educator supervision, scheduling of staff, volunteers and students for EarlyON programs
- Utilize a variety of techniques including coaching, modelling, active listening, observing, questioning, demonstrating and supporting educators, students and volunteers to ensure program quality
- Works with external agencies, services and resources including local community agencies working in the child and family sector to provide integrated seamless programs that improve outcomes for children and families
- Provides recognition and reinforcement to staff as well as constructive feedback
- Conduct monthly meetings with staff to reflect, plan and update
- Ensures the health, safety and well-being of all children and works to ensure that the centre follows legislation, policies and procedures related to health and safety
- Ensure programs and sites are welcoming, inclusive, safe and clean for families
- Assist program manager to prepare for the annual staff performance reviews. Frameworks to create and execute professional learning opportunities for staff and assist them in setting and following through on their annual goals
- Schedule/arrange coverage for expected/unexpected absences
- Assist in overseeing core services delivery

- Adhere to frameworks to create and execute professional learning opportunities for staff
- Address any formal and informal complaints
- Other Duties as may be assigned by the Program Manager from time to time

Required Skills & Qualifications:

- A degree in Early Childhood Education or equivalent with supervisory experience
- Minimum 3 years of relevant experience working with families with young children (0-6 years)
- Registered Early Childhood Educator (RECE)
- 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
- Strong problem-solving skills with the ability to analyze and diagnose the issues
- Strong communication skills with the ability to clearly articulate directions, concepts and information
- Experience and understanding of working effectively in a diverse environment
- Excellent interpersonal skills
- Ability to work effectively with colleagues and clients
- Well-developed presentation and group skills
- Proficient in Microsoft Office
- Well-developed organization and time management skills
- Ability to multitask and flexibility in accepting work assignments
- Second language is an asset
- Current CPR and First Aid Certification

Working Conditions:

- Non-standard hours of work
- Regular attendance at off-site meetings
- Regular weekend activities
- This position requires work outside the office environment

Travel:

- Daily access and use of a personal vehicle required
- A valid driver's license required as a condition of employment
- Regularly scheduled trip between sites

Submit a cover letter, resume, and three references to the Hiring Committee at hr@mnsinfo.org. Deadline for applications: June 18, 2019. Upon hire, the candidate must provide police records check. We thank all applicants; however, only those selected for interviews will be contacted.

Malton Neighbourhood Services is committed to providing accommodations throughout the recruitment process. If you require accommodation, please notify us, and we will work with you to meet your needs