



MALTON NEIGHBOURHOOD SERVICES

3540 Morning Star Drive, Mississauga, ON L4T 1Y2

Tel: 905-677-6270 / Fax: 905-677-6281 / Website: mnsinfo.org / Email: info@mnsinfo.org



Program Facilitator, EarlyON

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

This is a contract position scheduled to work 35 hours per weeks.
(Current incumbent is on Leave of Absence)

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 EarlyON 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.
- 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 assigned.

Qualifications:

- Post secondary education in a related field. Preference will be given to those with Early Childhood Educator Diploma.
- Registered Early Childhood Educator (RECE) is a must.
- Minimum one (1) year experience with working with families and children within an EarlyON program setting or a childcare 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 both an indoor and outdoor setting.**
- Must have a valid CPR/First Aid training Certification.
- Must provide record of immunization mandated for the Early Childhood Educators (ECEs)
- Upon successful hire, must provide a valid Vulnerable Sector Screening (VSS) obtained within the last 6 months.

Location: Mississauga & Brampton, ON
(multiple EarlyON worksites throughout the Peel Region)

Contract Start Date: September 1, 2021

Contract End Date: December 24, 2021

Salary: \$23.32 per hour

Deadline to apply: August 31, 2021

If you are interested, please send your resume with a covering letter to HR@mnsinfo.org

"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.