



# MALTON NEIGHBOURHOOD SERVICES



3540 Morning Star Drive, Mississauga, ON L4T 1Y2

Tel: 905-677-6270 / Fax: 905-677-6281 / Website: [mnsinfo.org](http://mnsinfo.org) / Email: [info@mnsinfo.org](mailto:info@mnsinfo.org)

## Job Posting

**Position:** Assistant Program Facilitator, EarlyON  
**Contract type:** Summer Employment  
**Start Date:** ASAP  
**Location:** Peel Region  
**Rate:** \$15/hour  
**Hours:** 35/week for 16 weeks  
**Deadline to apply:** May 27, 2022  
**How to apply:** Please email your resume with a cover letter to [HR@mnsinfo.org](mailto:HR@mnsinfo.org)

**Vaccination Policy** All MNS employees are required to be fully vaccinated or submit documentation regarding Human Rights exemption, as a condition of hire in accordance with the mandatory COVID-19 Vaccination policy.

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). Reporting to the Manager of EarlyON, the Assistant Program Facilitator, EarlyON is a full-time summer employment position that provides support for children and their parents/caregivers. The successful candidate will be required to work a variety of shifts Monday to Saturday.

### Duties:

**Under the guidance and direction of the Program Facilitator, the Assistant Program Facilitator will be responsible for:**

- Implement program plans to reflect best practice curriculum using How Does Learning Happen?, ELECT, Think, Feel, Act and principles of the Family Resource Program.
- Utilize a variety of facilitation strategies to support parents/caregivers: modeling, active listening, observing, appreciative inquiry, demonstrating and guiding
- Create a welcoming environment that encourages participant input
- Adequately monitor and supervise all participants when assessing the services
- Provide strategies to the parents / caregivers for use at home and the centre and identify next steps for a referral to a community resource, if applicable or status of referrals/outcomes
- Monitor programs sites, both in-person and virtually, to ensure health and safety of the play environment and equipment are maintained.
- Submit accurate and timely program administrative documents including forms and reporting documentation.

- Disinfect high touch point areas throughout the day and maintain light cleaning throughout the different worksites.
- Other duties as assigned.
- Utilize a variety of facilitation strategies to support parents/caregivers: modeling, active listening, observing, appreciative inquiry, demonstrating and guiding

**Qualifications:**

- Previous experience assisting in early learning and care environments or working directly with children
- Clear Police Record Check (Vulnerable sector) completed in the last 6 months
- Current Standard First Aid and CPR certification
- Demonstrate understanding of a group environment
- Proven ability to work closely with other team members
- Sensitivity and respect for individual and cultural differences
- Adequate energy and ability to meet the physical demands of the job
- Early Childhood Education diploma or degree from a recognized college or university or other equivalent education (would be an asset)
- An additional language (would be an asset)

*"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.*