



**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: [hr@mnsinfo.org](mailto:hr@mnsinfo.org)

---

## **Job Posting**

### **EarlyON Centre Program Facilitator On-Call Position**

Malton Neighbourhood Services EarlyON Centre is seeking a **Program Facilitator** to implement early learning activities for parents/caregivers and children from birth to six years. The incumbent will need to be available during the days, evenings and or on weekends.

#### **Job Responsibilities:**

- Implement, develop and plan inquiry-based early years programs for parent/caregivers and their children ages birth to six years that are relevant and meaningful and clear understanding of current pedagogy for EarlyON framework and family resource principles.
- Supervise programs sites to ensure that the health and safety of the play environment and equipment are maintained.
- Ensure compliance with day to day operational procedures of Malton Neighbourhood Services EarlyON programs which include health and safety, accommodation and customer services standards
- Facilitating or co-facilitating various parenting programs
- Can work confidently in an inquiry-based, early learning program environment
- Responsible for the maintenance, distribution, and inventory of parenting resources, equipment, and supplies
- Providing a welcoming environment while conducting orientations to new participants, ensuring registration and sign-in procedures are maintained
- Submit accurate and timely program administrative forms and documents

#### **Skills/Knowledge Required:**

- Early Childhood Education degree/diploma
- Registered Early Childhood Educator
- Understand and practice self-reflection
- Strong and demonstrated programming experience with young children and families with minimum two years' experience
- Some experience with group work and group facilitation skills and experience
- Demonstrated strong interpersonal skills, be an active team player in a very busy and flexible work environment is an asset
- Comfort and confidence working independently

- Committed to working with a family focus center, work in a diverse work environment and to be sensitive to the uniqueness of all peoples' life experiences
- Ability to work in a strong team environment, take initiative and leadership and responsibility
- Demonstrate comfort in oral and written communication skills utilizing technology devices or tools
- Interest and enthusiasm in working with families
- Second languages are an asset
- **G Driver's License, with 5 years driving experience and the ability to meet driving requirements for the work van and submit to a driver's abstract screening**
- Certification in Mother Goose, Nobody's Perfect, Group Facilitation an asset

Submit a cover letter, resume, and three references to the Hiring Committee at [hr@mnsinfo.org](mailto:hr@mnsinfo.org). Deadline for applications: December 19, 2018, by 4:00 pm. A Police Clearance will be required as a condition of work.

We thank all applicants, however, only those selected for interviews will be contacted. No phone calls, please.

*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.*