



Playgroup Facilitator/Early Years Parent Support Worker

Position Type: Contract – Part Time
Job Region: ON - Ottawa Area

Date Ad Posted: January 10th, 2012
Application Deadline: January 20th, 2012

SCOPE OF POSITION:

The person occupying this position will run two playgroups a week, Tuesdays/Thursdays from 8:30am-11:30am. Plans and implements age appropriate child/adult activities for families and caregivers for children birth to six years. Provides information and referral support to parents and caregivers.

JOB SPECIFIC RESPONSIBILITIES:

- Maintain a clean, safe and stimulating playgroup environment for young children and their parent(s) or caregivers. Includes set up, take down and preparing session activities.
- Facilitate clean up and conduct story and music circle for the playgroup.
- Provide information and referrals to parents and caregivers.
- Perform administrative duties related to the program: log attendance, session activities and referrals, bus ticket distribution and statistical requirements.
- Working with, orienting and supervising community volunteers as required.
- Liaises with other programs of Nepean, Rideau & Osgoode Community Resource Centre.
- Participates in program and organization meetings as required.
- Performs other related duties as assigned.

COMMON RESPONSIBILITIES:

- Working in a manner that preserves confidentiality
- Working in a way that promotes collaborative and interdisciplinary teamwork.
- Respecting and valuing the diversity of communities and individuals.
- Supporting the Centre's student and volunteer placement programs.
- Promoting awareness of and participation in the Centre's program and activities.

QUALIFICATIONS:

- Diploma in Early Childhood Education and/or equivalent education and experience
- Current certificate in First Aid/CPR
- Two years experience working in a child/adult orientated environment.
- Demonstrated ability in program planning
- Current knowledge of community resources.
- Demonstrated ability to work effectively as part of a multi-disciplinary team.
- Excellent communication and interpersonal skills with adults and children, sensitivity to people of different cultural and socio-economic backgrounds.
- Extensive knowledge of child development.
- English essential. Ability to speak additional languages is desirable.

WAGE RANGE: \$22.00 hourly

Submit your letter of interest and resume by 4:00 pm, Friday, January 20th, 2010
Attention: Katherine Occhiuto; kocchiuto@nrocr.org

We regret that only candidates selected for an interview will be contacted.

Nepean, Rideau and Osgoode Community Resource Centre is an equal opportunity employer and values diversity in its workforce.