

The Orléans-Cumberland Community Resource Centre, an organization offering social and community services to residents of Orléans-Cumberland, is seeking a:

**EarlyON Child and Family Centre- Family Resource Worker - Assistant (BILINGUAL)**  
**Summer student position**

Temporary 30 hours/week position – 8 week contract (July 3 to August 24<sup>th</sup>, 2018)

**PROGRAM DESCRIPTION**

The EarlyON Child and Family Centre is a place where parents and caregivers can:

- take part with their children (birth to age 6) in a range of programs and activities
- get answers to questions
- get information about programs and services that are available for young children and their families
- talk to early years professionals, as well as other parents and caregivers in the community.

**RESPONSIBILITIES**

- Reporting to the Program Manager, the Family Resource Worker Assistant will participate in the development and implementation of the Centre's programs
- Develop and maintain early year's information and resources
- Provide information and referrals to families and caregivers
- Plan and provide early learning services within the Centre (e.g. drop-in, toy library, etc.)
- Provide resources for parents and caregivers
- Provide outreach services
- Prepare documentation and statistical records related to the position

**QUALIFICATIONS**

- Must be between 18 and 30 years old
- Currently enrolled as a full time student and also registered for the fall 2018 semester
- Post-secondary education in Early Childhood Education or an equivalent combination of experience and/or education
- Experience working with young children (birth to 6), parents and caregivers
- Knowledge of early childhood development and parenting
- Good communication and interpersonal skills
- Good knowledge of community resources
- Sensitivity to people of various cultures, sexual orientation and socio-economic background
- Ability to work effectively in a team
- Knowledge of computer systems including Microsoft Office
- **Oral and written fluency in English and French essential**

If you are interested in this position, please submit your application in writing, including your resume, **before 8 a.m. on Monday June 4, 2018:**

**By mail:** Selection Committee – Family Resource Worker Assistant  
Orléans-Cumberland Community Resource Centre  
105-240 Centrum Boulevard  
Orléans, Ontario K1E 3J4  
Attention: Dominik Lavictoire

**By fax:** (613) 830-4196

**By e-mail:** [dlavictoire@croc.ca](mailto:dlavictoire@croc.ca)

The Orléans-Cumberland CRC respects the employment equity and diversity principle.

**We thank all those who apply. Only those selected for an interview will be contacted.**