

JOB POSTING

Are you seeking rewarding work? Do you want to add value to your community?
CDRCP is currently seeking a visionary thinker that is positive and self-motivated.
Come join our team of passionate difference makers!

ABOUT THE ROLE:

Program Facilitator Float (RECE), EarlyON Program

Job type: Float (Permanent Full Time)- *French*

Work Hours/Week: 31-35 hours/week

Hourly Wage (range): \$23.50 - \$25.00

Available: Immediately

Reports to: Supervisor, EarlyON

Position Profile:

As part of the EarlyON team, the Program Facilitator is responsible for creating learning environments that reflect effective practices; facilitating developmentally responsive and interactive programs with parents/caregivers and their children up to the age of 6 years and providing relevant information and referrals to families. **This position requires flexibility and the ability to move between program locations as needed. The incumbent may provide coverage for staff who are absent from the workplace on vacation or other leaves.**

[Adhere to CDRCP's Guiding Values](#)

WHAT THIS POSITION HAS TO OFFER:

The successful candidate will have the opportunity to make an impact and gain unique work experience by:

- Interacting with children and their parents/caregivers during play and inquiry based learning
- Facilitating songs and stories; age specific programs and special events
- Engaging parents/caregivers in discussions regarding their child's development and learning
- Supporting families/caregivers by providing agency referrals and contact information
- Working with partners to enhance services to families and promote programs
- Setting up environments/programs to reflect effective practices, and are inclusive, accessible, appropriate and safe
- Undertaking housekeeping duties such as cleaning and disinfecting toys, washing equipment, and laundry
- Conducting administrative duties including, but not limited to: welcoming families at each visit and maintaining programs attendance records, conducting orientations with new families; providing and documenting referrals; data entry of participants and outreach efforts; responding to voicemail and e-mail messages
- Attending staff meetings and professional learning opportunities

CDRCP offers competitive benefits to qualifying positions, learning opportunities and a chance to work on a team of dedicated professionals.

WHAT WE'RE LOOKING FOR:

The successful candidate:

- Must have a diploma or degree in Early Childhood Education and be registered with the College of ECE's in good standing
- Current First Aid & CPR Certificate
- MUST be fluent in oral and written French
- Minimal 1-year experience working directly with families and children birth-6 years
- Ability to work flexible hours, act independently and in a team environment
- Possession of a valid Driver's License, and a safe driving record and access to independent transportation
- Be professional and positive
- Be reliable and flexible
- Multi-cultural sensitivity including ability to communicate in a culturally appropriate manner
- Ability to speak languages known in the community would be an asset
- Possess up to date immunization record as required by Child Care and Early Years Act
- Acceptable Criminal Reference Check Possession of a valid Driver's License, and a safe driving record and access to independent transportation

HOW TO APPLY:

Please send your resume and cover letter to natasha@cdrpc.com using the subject line **"Program Facilitator –Permanent Float French"**.

Applicants that are selected to move forward in the application process will be contacted by email.

CDRCP is committed to ensuring that employment decisions are made equitably, and that employment barriers are eliminated in accordance with the Human Rights Code and the Accessibility for Ontarians with Disabilities Act. Employment decisions are made based on experience, skills, attributes and qualifications. Candidates that require accommodation during the application process are encouraged to contact the Hiring Manager at CDRCP.

To learn more about CDRCP please visit www.cdrpc.com