

Family Drop-In Program Support

West Neighbourhood House, formerly St. Christopher House, is a multi-service, neighbourhood-based agency that has served the diverse communities of downtown west Toronto since 1912. The central purpose of West Neighbourhood House is to enable less-advantaged individuals, families and groups in the community to gain greater control over their lives and community.

This is a part-time position working alongside our Family Support Leads to support the planning, delivery, and evaluation of child- and family-centred programs that promote healthy early childhood development. The position is based across our Family Drop-In Program locations at 1033 King St. W. (Tuesday to Saturday) and 248 Ossington Ave. (Tuesday to Friday).

Our Family Drop-In Programs offer play-based learning opportunities for parents, caregivers, and children from birth to 6 years of age, including family drop-ins, Circle Time, indoor and outdoor play, and parent workshops. Working collaboratively with families, community partners, and colleagues, the Family Support Assistant helps create safe, inclusive, and engaging environments that support healthy child development and reflect the principles of equity, diversity, inclusion, and belonging.

West Neighbourhood House is actively seeking qualified applications from Indigenous, Black and People of Colour, persons with disabilities, women and persons of all sexual orientations and gender identities/expressions. Applicants with lived experience as a participant of West Neighbourhood House programs, or related programming from similar organizations, are also strongly encouraged to apply.

West Neighbourhood House will provide accommodation throughout the recruitment & selection process to applicants with disabilities. During any stage of the recruitment process, please indicate the nature of any accommodation(s) you may require. Any information received relating to accommodation measures will be addressed confidentially.

Responsibilities:

- Support the facilitation of child and family drop-in programs that promote healthy child development and positive caregiving practices.
- Contribute to the planning, implementation, and evaluation of program activities that support children's social-emotional, cognitive, language, and fine and gross motor development.
- Foster positive relationships with children and caregivers by modelling responsive, supportive, and respectful interactions.
- Assist in the development and implementation of monthly program plans, including activities, special events, community outings, and workshops.
- Foster a welcoming, inclusive, and culturally responsive environment that promotes the active participation of families.
- Support outreach and engagement efforts with isolated families, low-income families, newcomer families, and racialized communities.
- Support in preparing and facilitating children's activities, including Circle Time, crafts, sensory experiences, reading activities, indoor and outdoor play, and snack.
- Provide guidance and support to volunteers and placement students within the program.

West Neighbourhood House is an equal opportunity employer. We thank all applicants, but only those candidates to be interviewed will be contacted.

A United Way Member Agency

Internal Job Posting

- Support with the set-up, maintenance, and clean-up of program spaces, including moving equipment and materials as required.
- Support the collection and maintenance of program data, including attendance, referrals, statistics, activity logs, reports, and program outcomes.
- Provide leadership coverage for the Family Support Lead as needed, ensuring the safe operation and smooth delivery of program activities and services.
- Contribute to other activities within Children, Youth & Family Services and participate in unit, agency, and community initiatives as required.

Qualifications:

- Post-secondary education in Early Childhood Education, Child & Family Studies, Social Work, or a related field, along with relevant experience; special needs resource training is an asset.
- Knowledge of the social, recreational, health, and educational development needs of children from birth to 6 years of age.
- Experience working with children and families in an early years, family support, community, or related setting.
- Ability to build positive relationships and work effectively with parents, caregivers, colleagues, volunteers, and community partners.
- Experience in community development, parent engagement, program planning, facilitation, and outreach is an asset.
- Demonstrated ability to work both collaboratively and independently.
- Strong organizational, communication, and administrative skills, including proficiency with Microsoft Office and database systems.
- Demonstrated commitment to equity, diversity, inclusion, and anti-oppressive practice, with strong cross-cultural communication skills.

Status: Permanent Part Time (CUPE Local 3393 Bargaining Unit Position)
Existing Vacancy: Yes
Start Date: A.S.A.P.
Hours: Up to 20 hours per week, with availability required between 8:30am to 1:30pm. Must include Saturdays.
Rate: \$20.98 per hour (5% vac pay, 6% in lieu of benefits, 3 discretionary days)
Unit: Community Programs and Social Change
Immediate Supervisor: Coordinator Children, Youth, Family Services
Posting Date: September 3, 2026
Closing Date: September 10, 2026

Please submit your cover letter and resume clearly indicating “Family Drop-In Program Support” by 5:00 p.m. on the closing date to:

Coordinator Children, Youth, Family Services
248 Ossington Ave.
Toronto, ON
M6J 3A2
tyheriahph@westnh.org