
Internal Job Posting

Family Support Lead Early Childhood Educator (ECE)

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.

The Family Support Lead will facilitate the EarlyON Childhood Education Centre at 1033 King St. W., operating Tuesday through Saturday. They will design and facilitate engaging, play-based experiences that promote positive parent-child relationships, healthy child development, and family well-being, including Family Drop-In, Circle Time, Baby Time, indoor and outdoor play, and workshops. This role works collaboratively with families, community partners, and colleagues to create welcoming environments grounded in diversity, equity, and inclusion.

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 and 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:

- Facilitate inclusive, play-based family resource programs that support responsive relationships and positive caregiver-child interactions;
- Plan and implement developmentally appropriate activities supporting social-emotional, cognitive, language, and physical development in a safe, culturally responsive, and inclusive environment;
- Model positive interactions and use a strength-based approach to support caregiver engagement and capacity-building;
- Plan and organize monthly program calendars responsive to community needs and reflective of the diversity of the community;
- Foster opportunities for social connection, peer support, and positive coping strategies among families;
- Conduct outreach to families who may face barriers to access and promote program participation within the catchment area;
- Provide information, resources, and referrals to support child development and family well-being;
- Provide support and direction to volunteers and placement students in the program;
- Set up, take down, and maintain program spaces and equipment;

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

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- Assist with other activities in the Children, Youth, and Family Support Program as needed;
- Collect and maintain program documentation (e.g., attendance, referrals, activity logs, outcomes) in line with funder requirements;
- Administration duties as required by the program and funder;
- Participate in the Children, Youth, and Family Support team, unit, and broader House activities as required.

Qualifications:

- Early Childhood Education (ECE) diploma required; RECE in good standing with the College of Early Childhood Educators is an asset;
- Demonstrated knowledge of early years development and family-centred, play-based approaches;
- Experience in community-based programming, family engagement, group facilitation, and program promotion required;
- Understanding of inclusive, culturally responsive practices and experience working with diverse communities;
- Familiarity with community resources and services for families with young children in west-central Toronto;
- Strong interpersonal and relationship-building skills with families and community partners;
- Strong organizational, administrative, and documentation skills;
- Current CPR and First Aid certification required;
- Ability to work collaboratively within a team environment;
- Knowledge of database and word processing software in a Windows environment;
- Creativity and adaptability in developing and promoting programs within a limited budget.

Status:	Permanent Full Time (CUPE Local 3393 Bargaining Unit Position)
Existing Vacancy:	Yes
Start Date:	ASAP
Hours:	35 hours per week, Tuesday to Saturday (Saturdays required)
Rate:	\$27.34 per hour (4 weeks' vacation, paid sick days, 3 floater days, full benefits package after 3 months, Multi-Sector Pension Plan after 6 months)
Unit:	Community Programs and Social Change
Immediate Supervisor:	Coordinator Children, Youth, Family Services
Posting Date:	June 30, 2026
Closing Date:	July 8, 2026

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

Hiring Committee
248 Ossington Ave.
Toronto, Ontario
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tyheriahph@westnh.org