

### **Family Drop-In Lead Registered Early Childhood Educator (RECE)**

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 Drop-In Lead will be facilitating the EarlyON Childhood Education Centre at 1033 King St. W. which will be open from Tuesday – Saturday. They will develop and maintain activities for parents, caregivers and their pre-school children (aged 0 to 6) such as family/caregiver drop-in programs and group activities such as parent/child groups. The Family Drop-in Lead works in partnership with parents, partner agencies and the community to provide safe and stimulating programs and activities that are inclusive to the diverse families in our neighbourhoods.

**West Neighbourhood House is actively seeking 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:**

- Facilitate adult/ child interactive family resource program focused on healthy adult/child relationships and interactions.
- Plan and implement activities to support the child development domains including social emotional, cognitive, and fine and gross motor skills that are physically and emotionally safe and are inclusive, respectful, and culturally sensitive.
- Model positive adult/child relationships and support parent involvement and capacities.
- Plan, organize and coordinate monthly calendar, activities, events outings and parent workshops.
- Plan and facilitate parent/child groups.
- Encourage social interaction, mutual support and positive coping strategies among and within families.
- Outreach to isolated low-income families and promote activities & services of the program within the catchments area.
- Provide support, developmental resources and referrals for children and their families.
- Provide support and direction to the volunteers and students in the program.
- Lift and move equipment to set-up and take down and cleaning the program area.
- Assist with other activities in the children, youth and family Support Program as needed.

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

## External Job Posting

- Work in partnership with other local service providers, and community agencies to co-ordinate the delivery of services.
- Represent the program on appropriate community networks.
- Collect and compile program information (i.e. attendance, referrals, statistics, activity logs & reports, program outcomes etc.)
- Administration duties as required by the program and funder.
- Participate in the Children, Youth & Family Support team, the Unit and broader House activities as required.

### Qualifications:

- Must be a Registered Early Childhood Educator (RECE)
- Knowledge of the social, recreational, health and educational development needs of pre-school aged children.
- Strong experience in community development, parent engagement, program planning, group facilitation and program promotion are required.
- Familiarity with the services available to pre-school children & their caregivers in west central Toronto.
- Administrative and analytical skills.
- Vulnerable Sector Screening – Police Reference Check.
- CPR and First Aid required.
- Strong ability to work collaboratively.
- Strong ability to work effectively in a team.
- Strong interpersonal and cross-cultural communication skills.
- Knowledge of database and word processing software in a Windows environment.
- Creativity is essential in developing and promoting a program on a limited budget.

**Status:** Full Time (CUPE Local 3393 Bargaining Unit Position)  
**Start Date:** ASAP  
**Hours:** 28 hours per week  
**Rate:** \$25.77 (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 Programs  
**Posting Date:** April 2, 2024  
**Closing Date:** April 16, 2024

**Please submit your cover letter and resume by 5:00 p.m. on the closing date to:**

Hiring Committee  
248 Ossington Ave.  
Toronto, Ontario  
M6J 3A2  
[jobs@westnh.org](mailto:jobs@westnh.org)