

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 full time Family Support Program team to ensure the implementation, development and evaluation of child and family centred programming that promotes healthy child development across all domains. The role will be based between our two Family Drop-In Program locations: 1033 King St. West (operating Tuesday through Saturday) and 248 Ossington Ave. (operating Tuesday through Friday). Our program provides experiential learning activities for parents, caregivers and their preschool-aged children (0 to 6), including family drop-ins, Circle Time, indoor and outdoor play, and workshops for parents. The position involves working in partnership with parents, guardians, partner agencies, and the community to deliver safe, stimulating programs rooted in the principles of diversity, equity, and inclusion.

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:

- Support in the facilitation of child and family drop-in programs that promote healthy child development and positive parenting practices.
- Support with the planning and implementation of activities that support development in social-emotional, cognitive, language, and fine and gross motor skills.
- Model positive adult-child relationships and encourage parent involvement and capacities.
- a stimulating, physically and emotionally safe early learning environment that is inclusive, respectful, and culturally sensitive for both children and adults.
- Support in planning the monthly program calendar, including activities, events, outings, and parent workshops.
- Promote and encourage active parent participation in all aspects of the program.
- Support outreach to isolated families, low-income families, newcomer families, and racialized and visible minority groups.
- Support in preparing and facilitating children's activities, including snack time, crafts, circle time, and reading sessions.

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

Internal Job Posting

- Provide support, resources and referrals to children and their families.
- Co-facilitate workshops for parents, guardians, and caregivers to enhance healthy child development and support parents in leading parent groups
- Provide support and direction to the volunteers in the program.
- Setting up, taking down, and cleaning the program area, including moving equipment.
- Contribute to other activities within the Children, Youth, and Family Support Program as needed.
- Support the collection of program data, including attendance, referrals, statistics, activity logs, reports, and program outcomes.
- Participate in the Children, Youth & Family Support team, the Unit and broader House activities as required.

Qualifications:

- Post-secondary education in Early Childhood Education, Child & Family Studies, Social Work, or a related field, along with relevant experience and training. Special needs resource training is an asset.
- Knowledge of the social, recreational, health, and educational development needs of preschool-aged children.
- Ability to work effectively with parents and caregivers.
- Some experience in community development, parent engagement, program planning, group work, and program promotion is an asset.
- Familiarity with services available to preschool children and their caregivers in the west-central Toronto area.
- Administrative and analytical skills.
- Strong teamwork skills and the ability to collaborate effectively with others.
- Strong interpersonal skills, cross-cultural communication skills, and sensitivity.
- Knowledge of database and word processing software in a Windows environment.

Status:	Permanent Part Time (CUPE Local 3393 Bargaining Unit Position)
Start Date:	ASAP
Hours:	Up to 20 hours per week, with availability required between 8:30 am to 1:30pm. Must include Saturdays.
Rate:	\$19.78 per hour (plus 5% vacation pay, 6% in lieu of benefits, 12.5 vacation days and 3 discretionary days)
Unit:	Community Programs and Social Change
Immediate Supervisor:	Coordinator Children, Youth, Family Services
Posting Date:	January 29, 2025
Closing Date:	February 5, 2025

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.

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

Toronto, ON
M6J 3A2
tyheriahph@westnh.org

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
