



CENTRAL EGLINTON COMMUNITY CENTRE, 160 Eglinton Avenue East, Toronto, Ontario M4P 3B5
Telephone: 416-392-0511 Fax: 416-392-0514 E-mail: info@centraleglinton.com Internet: www.centraleglinton.com

JOB POSTING – Full Time – Permanent

RECE - EARLYON PROGRAM COORDINATOR

PURPOSE: The EarlyON Program Coordinator is responsible for planning and delivering high quality programming for children aged 0-6 years and their families.

REPORTS TO: Program Manager

EDUCATION & TRAINING/QUALIFICATIONS: RECE and must be in good standing with the College of ECE's; knowledge of How Does Learning Happen? Ontario's pedagogy on how to implement an inquiry and play-based learning program for children birth to six years of age; current CPR/first aid certification; satisfactory Police Reference Check, experience working with children aged 0-6 years and their families.

RATE OF PAY: \$27.18 per hour (CUPE Local 2998, Wage Grade 9, Step 1 salary range \$27.18 - \$31.48)

HOURS: 40 hours per week (includes working Saturdays)

RESPONSIBILITIES:

- Applies and adheres to all Central Eglinton Community Centre staff, program and governance policies.
- Create a safe and enriching environment conducive to the development of physical, social and cognitive skills in children.
- Establish and maintain a positive rapport, information sharing and public relations/outreach with all parents and caregivers who are attending programs. Maintain a supportive, co-operative environment, which facilitates parent/caregiver involvement in tasks and child supervision.
- Attends meetings, trainings and workshops as required.
- Promotes our EarlyON in the community, building community partnerships, and encourages family participation in program evaluation systems/research processes.
- Maintain program areas, including kitchen, in a safe, clean and inviting manner, by checking the safety of furniture and equipment, washing and disinfecting toys and equipment, and ensuring general tidiness.
- Maintains and keeps accurate registration, statistical and attendance records.
- Mentor and train ECE student placements and summer program staff, and delegate tasks as required.
- Additional spoken languages are an asset.
- Other related duties as assigned.

Please submit resume and cover letter no later than 4:00 p.m., January 3, 2025, to:

Central Eglinton Community Centre
Attention: Amanda Young, Program Manager
160 Eglinton Ave. East
Toronto, ON M4P 3B5
E-mail: amanda@centraleglinton.com Fax: 416 392 0514

We thank all those who apply, but only applicants selected for an interview will be contacted. Visit www.centraleglinton.com. Central Eglinton Community Centre will provide equitable treatment and accommodation to ensure barrier-free employment. We encourage applications from all qualified individuals. In accordance with the Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act and the City of Toronto's Accommodation Policy, a request for accommodation will be accepted as part of the CECC's hiring process. To avoid any delays in the recruitment process, if you require accommodation to apply or if selected to participate in an assessment process, you must provide your accommodation needs in advance. You may also be required to submit adequate medical/other documentation to Central Eglinton Community Centre to support your request for accommodation.