

DIXIE BLOOR NEIGHBOURHOOD CENTRE

JOB POSTING

POSITION: Havenwood Place Early Years Coordinator – Brian W. Fleming Public School.
REPORTS TO: Manager of Community and Family Services
SCHEDULE: 28 hours per week
RATE OF PAY: \$22.75 - \$24.50/hr

PROGRAM DESCRIPTION:

Havenwood Place is a satellite location of the Mississauga East Ontario Early Years Centre and is an established collaborative neighbourhood program that provides activities for the healthy development of children 0-6 and their families.

DUTIES AND RESPONSIBILITIES:

- In collaboration with the Peel District School Board (PDSP) team and Peel Lunch and After School Program (PLASP), coordinate the planning and facilitation of developmentally appropriate programs for parents/caregivers and children aged 0-6 in a seamless format
- Identify and address the needs of participating families
- Coordinate, manage and evaluate the activities of agency professionals, volunteers, and students
- Participate in the evaluation of the project in collaboration with the PDSB and PLASP
- Conduct ongoing outreach and public relations activities
- Ensure the delivery of services in a culturally sensitive manner
- Ensure the maintenance and submission of up-to-date, clear and concise statistics and reports
- Maintain Health and Safety requirements of the site

QUALIFICATIONS:

- Post-secondary diploma: degree in Early Childhood Education, Social Work, Family Studies, Family Resource Program or equivalent work experience and education
- Supervisory/program coordinator experience
- Demonstrated ability to plan, organize and implement early childhood, parent education and family resource programs
- Highly developed and demonstrated ability to work in a diverse environment
- Excellent proven team work experience
- Strong oral and written communication skills
- Excellent group facilitation skills
- Knowledge of parenting issues and of child development (birth to six years)
- Experience working in a multidisciplinary team with community based services in a collaborative manner
- Second language is an asset – Urdu, Sindhi, Gujarati, Panjabi, Hindi, Bengali
- Police Check mandatory

Please submit your resume and cover letter with ref. **010-009 by July 16, 2010** to:

Human Resources Officer
Dixie Bloor Neighborhood Centre
1420 Burnhamthorpe Road, Mississauga, ON L4X 2Z9
Fax: 905-625-2212 Email: recruiting@dbnc.ca

No phone calls please.

Dixie Bloor Neighbourhood Centre is an equal opportunity employer.

We thank all candidates for applying but only those selected for an interview will be contacted.