



Job Description

Position Title: Part-Time Early Childhood Educator

Background

Doorsteps Neighbourhood Services is a community development organization focusing on education, recreation, empowerment and self-esteem for the Daystrom, Chalkfarm and Falstaff neighbourhoods. Our programs help build resiliency and provide a safe and nurturing environment that is diverse and inclusive. We pride ourselves in our innovative programs, services and partnerships and our relationship with the communities that we serve. Our **Vision** is to create a resilient community where we empower people to maximize their potential to create opportunities for a strong and sustainable future. Our **mission** is to provide accessible resources to the communities that we serve through innovative programming and effective partnerships.

Summary of the Program

Our Early Years and Family Resource program focuses on promoting wellness by seeking to enhance strengths and striving to increase opportunities for growth. Our skilled staff work with participants to strengthen individual family and community capacities with formal and informal supports.

The program provides a safe, nurturing environment where parents/caregivers and their children can interact, develop social connections and mutual support systems, skill-development.

The program provides a structured child-focused methodology and promotes optimal social, emotional, cognitive, communicative and physical development of children.

Required Education and Registration:

- Early Childhood Education Diploma
- Current registration with the College of Early Childhood Educators (RECE)
- First Aid Certification (First Aid/CPR C)

Preferred Qualifications:

- Demonstrated ability to direct, instruct and care for children: infants, toddlers, preschool, school age: aged 0-12 Demonstrated understanding of Early Learning Framework
- Ability to handle emergencies

- Ability to work cooperatively with others and provide work direction as required
- Ability to use professional judgment on a daily basis within established guidelines
- Ability to accommodate competing demands
- Ability to maintain neat and accurate records and prepare reports
- Ability to communicate effectively both orally and in writing with children, parents, staff, teachers and the public
- Ability to maintain confidentiality of all information related to children, parents, staff

Responsibilities

- To plan, implement and evaluate program activities in consultation with childcare staff, participants and supervisors
- To act as a liaison with the community and other partner organizations
- To provide support to the center and to maintain accurate records and statistics
- To coordinate fundraising activities in cooperation with staff members
- To greet parents and children upon arrival and say goodbye at the end of the program
- To report to parents any concerns regarding unusual behaviour or problems that arise during program
- Report concerns to the program supervisor
- To do inventory of supplies and materials for the program as needed
- To keep the consumable cupboard stocked and tidy as well as the filing cabinet in order
- To be the first person on site to open and to be the last person to leave
- Be flexible in terms of being able to work at any one of our 4 service locations (Daystrom, Falstaff, Chalkfarm, Black Creek Library (Sheridan Mall))
- 15 hours per week
- To attend all Doorsteps Neighbourhood Services staff meetings and meetings with other organizations as assigned
- To post monthly/weekly activities and monthly menu in the center and distribute calendar/flyers of activities to participants
- To provide direction and support to childcare staff and volunteers
- To provide the Program supervisor with the statistics needed for the reports
- To communicate/collaborate with the onsite community worker any special planned event or activity in advance
- To work as a team leader
- Enthusiasm and energetic
- Understanding/knowledge of the communities we serve is an asset.
- Other duties as assigned

Doorsteps Neighbourhood Services is an equal opportunity employer and welcomes applicants from all communities inclusive of race, culture, religion, gender, sexual orientation and with differing abilities. Interested applicants are asked to submit their resume and cover letter to info@doorsteps.ca, or by mail to 1700 Wilson Avenue, Suite 211, P.O Box 110, Toronto, ON M3L 1B2