

<b>Position:</b> Early Childhood Educator Assistant Summer Student Position	<b>Program:</b> Children's Resources on Wheels EarlyON Child and Family Centre
<b>Remuneration:</b> \$16.55/hour plus 4% vacation	<b>Hours of work:</b> 30 hours/week Monday to Thursday
<b>Contract term:</b> 9 weeks	

**Position Summary:** The Early Childhood Educator Assistant is responsible for assisting Program Facilitators in planning, organizing, and delivering in-person or virtual early learning programs that incorporate Ontario's Pedagogy: How Does Learning Happen?

**Reporting To:** Executive Director

**Qualifications:**

- Post-secondary student in Early Childhood Education (or equivalent) in Fall 2024
- Valid First Aid/CPR (Standard Level)
- Valid Ontario Driver's License and access to vehicle
- French is an asset

**Knowledge, Skills, & Abilities:**

- Experience/knowledge of licensed child care/informal child care systems and family issues
- Ability to work independently and as a team member with staff and program participants
- Working knowledge of How Does Learning Happen? Ontario's Pedagogy for the Early Years
- Excellent computer literacy including social media

**Responsibilities and Duties:**

- Assist with planning and implementing early learning activities in-person or virtually that inspire creativity and exploration while incorporating the four foundations of How Does Learning Happen?
- Assist with implementing early learning activities including appropriate equipment, materials, toys, and resources
- Assist with developing and implementing programs that support and promote physical, cognitive, emotional, and social development of children
- Work with and monitor parent participation in groups
- Supervise children's activities in group, including craft, circle, and snack
- Assist with cleaning and disinfecting of program equipment and materials
- Gather statistical data at programs
- Welcome visitors, answer telephones, and refer to appropriate individual or agency
- Provide administrative duties as requested (laminating, cutting, photocopying, data entry, etc.)
- Create digital media resources for social media posts
- Assist with assembling materials for curbside resources for families
- Other duties as assigned

**Conditions of Employment**

An offer of employment will be conditional upon the candidate completing a Vulnerable Sector Check.

**How to Apply**

Qualified candidates are invited to submit a cover letter and resume detailing their qualification and interest in the position. Application deadline is May 6, 2024. Applications should be sent to the attention of Jennifer Coughlin at [reception@crowlanark.com](mailto:reception@crowlanark.com)

Although we appreciate all responses, only those selected for an interview will be contacted.