

POSITION POSTING

Position:	Early Childhood Assistant – 2 positions Summer Employment – 30 hours/week (9 weeks) Anticipated Start Date – Monday, June 23, 2025 \$18.20 per hour
Accountability:	Reports to Program Manager/Program Supervisor

Who We Are

BrightStart Caledon Family Centre is a non-profit, charitable organization that has been proudly serving Caledon and surrounding areas since 1987. Programs and services are delivered from 3 permanent centres as well as mobile sites in rural communities through the use of a mobile unit and rented space. We provide a safe, inclusive and engaging space for families and children to connect, learn and grow through FREE, high-quality programs and services. We promote positive outcomes for children, while connecting families to each other and community resources. We tailor our work to respond to community needs, and work to reduce barriers to an exceptional childhood by supporting parents/caregivers and their capacity to parent. Our staff responds with empathy to common caregiving concerns, and promotes health and positive social, emotional and physical development of children.

The Position

The Early Childhood Assistant will work with the BrightStart Caledon staff team to provide a nurturing, supportive environment and positive and engaging learning opportunities for children and parents/caregivers.

Areas of Responsibility

- Collaborate with the staff team to provide a supportive environment and engaging early learning opportunities for children and families.
- Support and assist in planning and implementation of learning activities and experiences for children and families (including those with diverse abilities and/or facing barriers).
- Assist parents and caregivers with supervision of children during all programs.
- Assist with support and education services and programs for parents/caregivers.
- Participate in the preparation and delivery of outreach programs, events and community celebrations.
- Assist in maintaining an up-to-date database of participants.
- Research and develop strategies to enhance social and cultural inclusion.
- Assist in the sanitation of all program materials and environments in compliance with procedures mandated by the Region of Peel Public Health.
- Perform other administrative duties and special projects as required and assigned.

Skills & Qualifications

- Relevant education and knowledge in a field related to child development, family support, teaching or community development.
- Working knowledge and clear understanding of “How Does Learning Happen?” Ontario’s Pedagogy for the Early Years and the Guiding Principles of Family Support is an asset.
- Some relevant experience working with young children is required.
- Must be able to work both independently and as part of a team.
- Strong interpersonal, leadership and organizational skills.

- Computer literate.
- A valid driver's license, clean driving record and access to reliable vehicle is an asset. Must be able to report to all BrightStart Caledon locations in Caledon independently.
- First Aid and CPR certification an asset.
- Successful completion of Criminal Record Check including Vulnerable Sector Screening is required.
- Ability to work flexible hours (including evenings, weekends).
- Able to lift approximately 25 pounds.
- Additional languages an asset.

Program Requirements

To be eligible, to apply:

- Applicant must be between 15 and 30 years of age **at the beginning** of the employment period* **and**
- Applicant must be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act* for the duration of the employment** **and**
- Must have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

** The youth must be 15 years of age at the beginning of the employment period. The youth may be more than 30 years of age at the end of the employment period as long as the youth was 30 at the beginning of the employment period.*

**** International students are not eligible participants.**

Additional information regarding eligibility requirements can be found online in the [Canada Summer Jobs Applicant Guide](#).

Qualified applicants can submit a cover letter and resume no later than **4:00 p.m. on Friday, May 2, 2025**

BrightStart Caledon Family Centre is an equal opportunity employer and encourages applications from all qualified individuals for positions posted. We value the diversity of the people we hire and serve and foster a workplace where individual differences are recognized, appreciated, respected, and responded to in ways that fully develop and utilize each person's talents and strengths. Efforts will be made to hire youth who self-identify as being part of the groups which are underrepresented or have additional barriers to the labour market.

In accordance with the Accessibility for Ontarians with Disabilities Act and all other applicable legislation, BrightStart Caledon Family Centre is pleased to accommodate individual needs for applicants with disabilities within the recruitment process. Please advise if you require accommodation to ensure your equal participation in the recruitment and selection process.

Job Contact Information

Tracey Stewart,
Program Manager
BrightStart Caledon Family Centre
150 Queen St. S.
BOLTON, ON L7E 1E3

Email: tstewart@brightstartcaledon.com

For more information visit: www.brightstartcaledon.com

We thank all applicants; however. Only those selected for an interview will be contacted.