



Program Assistant - Permanent, Part-time position (Southfields Village)
20-25 hours per week, including Saturday rotation
\$18.28 to \$21.00 per hour

Are you passionate about making meaningful connections with children and families? Do you thrive in a supportive, inclusive environment? Are you organized, detail-oriented, and skilled at creating a warm, welcoming space for others? If so, this is an opportunity for you!

Who We Are

BrightStart Caledon Family Centre is a non-profit, charitable organization serving Caledon and surrounding areas. We provide a safe space for families to access high-quality programs and services for themselves and their children. We are an inclusive community hub, promoting positive outcomes for children, while connecting families to each other and community resources. We tailor our work to respond to community needs. We work to reduce the 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.

Benefits

- Join a high profile, respected community service organization that is uniquely positioned in its service to your local community.
- Become part of the not-for-profit community service/charitable sector in your community.
- Invest your expertise in a caring organization that provides quality programs and supports for children, parents, and caregivers in Caledon and the surrounding areas.

The Position

Reporting to the Program Supervisor, the Program Assistant is responsible for supporting the delivery of high-quality child and family programs and services. Provides administrative support for all program functions. The successful candidate will be working primarily with our families in our EarlyON programs.

Areas of Responsibility

In this growing organization, you will perform the following tasks:

- Greet families and provide information about programs and services, give tours of the facilities.
- Complete administrative tasks such as registration, program attendance, program evaluations, statistics, reports, etc.
- Respond to and redirect telephone and email inquiries as necessary.
- Support families and caregivers by providing information when appropriate and directing concerns to the Program Facilitator.
- Assist in complete set-up, take down, and cleaning needed in the delivery of programs.
- Monitor the environment to ensure the safety of all users.
- Ensure facilities and resources are maintained with a high level of cleanliness, by replenishing supplies, sanitizing/washing equipment and toys, cleaning furniture and floor surfaces. Comply with Public Health and Safety Protocols.
- Assist with daily physical literacy activity and Songs & Stories.
- Provide childminding to children of parents/caregivers participating in support groups/workshops as required.
- Ensure programs and services are safe, appropriate, accessible, culturally sensitive, and inclusive.
- Maintain active, cooperative, confidential, and effective communication with clients, community members, coworkers, and volunteers.
- Participate in community events, outreach activities and fundraising initiatives.

Skills & Qualifications

- Successful completion of a post-secondary administrative studies program.
- Minimum of three years relevant experience or an equivalent combination of experience and education.
- Strong interpersonal and communication skills and excellent attention to detail
- Previous experience in providing service to the public.
- Proficient in computer programs including Microsoft Office Suite.
- Non-profit sector experience an asset.
- Additional languages an asset.
- Must be able to work both independently and as part of a team.
- Able to work flexible hours including evenings and weekends as required.
- Ability to lift up to 25 lbs.
- Valid driver's license, clean driving record and access to reliable vehicle is required.
- Successful completion of Criminal Record Check (including Vulnerable Sector Screening).
- Current First Aid and CPR-C certification is required.
- Food Handler Certification an asset.

If you are interested in making a meaningful contribution at BrightStart Caledon Family Centre, forward a cover letter and resume no later than **4:00 p.m. on Friday, December 12, 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.

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

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 an 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