



AGINCOURT
COMMUNITY
SERVICES
ASSOCIATION

4155 Sheppard Avenue East, Suite 100, Scarborough, ON M1S 1T4 • Tel 416-321-6912 • Fax 416-321-6922

CHILD AND FAMILY SERVICES

Creative Play Program Facilitator

Location: Goldhawk Recreation Centre (Alton Towers)

Position Type: Part time (7 hours a week Tuesday am and Thursday am)

(This program runs only 38 weeks from September to June)

Agincourt Community Services Association is currently seeking a talented person to join our Child and Family Centre team. The ideal candidate has an ECE background, extensive experience working with children and caregivers. Creative Play facilitator will plan and lead the program and receive direction from the program coordinator. The facilitator must be able to effectively interact with children and should be able to deal with unexpected situations that pertain to children, parents and staff. Successful candidate will also contribute to the operation of daily children's programs within the policies and procedures of the agency.

Responsibilities:

- conduct classroom activities that promote the social, developmental and educational, physical and emotional development growth of children while participating in planning for program activities
- Daily activities may include: songs, stories, games, snacks, crafts, activity centre's, sensory, outdoor, circle time
- Arranging spaces and furniture for various activities including snack, activity, play space, sanitizing toys
- Purchase supplies and equipments needed for programs
- Work alongside parents/caregivers while engaged in the program and while maintaining a professional conduct
- Support all staff and be a team player while maintaining a professional conduct
- Maintain general housekeeping duties to keep a safe and clean environment for clients
- Interact and observe children during free play and activity times/child minding
- Respect confidentiality of information received
- Create a family-friendly environment that provides safety and security for children and their caregivers
- Attends to general administrative duties if required
- Ensure accurate program and client registrations are maintained, ensuring confidentiality of all information while keeping accurate statistics and daily attendance records on monthly basics and reports to program Services Coordinator on monthly basics
- Ensure information boards at the centre are changed on timely matter and are up to date (flyers, notices and etc)
- Should be able travel between satellite locations and ability to work flexible hours including evenings or weekend (if required)
- Supervise students/volunteers during program time if required

Qualification:

- Early Childhood Education, Social Services, sociology is an asset
- 2-4 years working with children (0-6years of age)
- Strong leadership, interpersonal and communication skills.
- Strong problem solving, organizing, planning and analytical skills.
- Supportive team player and team builder
- Knowledge of the Scarborough community is an asset;
- Second Language is an asset

Salary: \$16.50 per hour

Interested applicants quote, Creative Play Program Facilitator in the subject line of their email.

Thank you to all applicants for your interest in the position. However, only candidates selected for an interview will be contacted.

Apply by e-mail to:

Priyanka Kandasamy

Child and Family Services Coordinator

Email: kpriyanka@agincourtcommunityservices.com

Deadline: June 10, 2011