

## Job Posting Program Support Staff Sudbury Family Resource Centre

Casual - Various hours

Salary: \$17.50 per hour

Anticipated Start Date: As soon as possible

Location: Sudbury

Our Children, Our Future/Nos enfants, notre avenir – a non-profit charitable organization that works with children and families is seeking an experienced and dynamic individual who will work collaboratively with an interdisciplinary team. Our Family Resource Programs offer children, parents and caregivers a warm and caring environment where we can foster participation in learning through a wide range of programs and services.

### Responsibilities:

- Provide childminding to a small group of young children while parents/caregivers are participating in a program on-site;
- Assist Family Resource Workers with the delivery of programs including playgroups, field trips and outings;
- Purchase food and program materials as needed;
- Preparation of snacks and meals for program;
- Assist with basic clerical duties as required;
- Provide a physically safe and emotionally supportive environment;
- Ensure positive communication with staff and participants;
- Ensure team work and professional conduct;
- Contribute to the continuing operation of the Family Resource Center by following all the program policies and procedures as established by the center;
- Light housekeeping duties as required.

### Qualifications:

- Completion of a Grade 12 diploma and/or have related experience;
- A practical understanding of early childhood development;
- Ability to self-start, work independently and within a team;
- Excellent problem-solving skills;
- Excellent oral and written communication skills;
- A willingness to learn and participate in training sessions;
- Ability to work with confidential information;
- Ability to lift and carry up to 16 kilograms (40 pounds);
- Holder of a valid First Aid & CPR Level C certificate;
- Ability to produce a clean Vulnerable Sector Criminal Record Check.

### How to Apply:

Please submit your cover letter and your resume by **Friday, May 31<sup>st</sup>, 2024 at 4:00pm.**

Email: [stephanie.brzeau@ocof.net](mailto:stephanie.brzeau@ocof.net)

We wish to thank all applicants for their interest but advise that only those candidates selected for an interview will be contacted. Our Children, Our Future/Nos enfants, notre avenir is an equal opportunity employer. Accommodation is available for applicants selected for an interview.