

Part-Time Position: Early Childhood Educator

Collective Community Services Montreal is a not-for-profit social agency and is one of the founding members of Centraide Montreal. For over 80 years, CCS has improved the quality of life of individuals and families by significantly reducing isolation and effectively supporting those living in poverty, primarily within the English-speaking community of greater Montreal. These include: children, youth and families.

SUMMARY OF POSITION

CCS is currently seeking an experienced candidate to fulfill a part-time contract. The Early Childhood Educator will develop, promote, and animate parent-child activities as part of the Early Head Start program based in LaSalle.

Duties are varied and involve:

Implement the curriculum for Early Head Start program (in concert with CCS staff and management)

Animate parent-child activities

Attend training sessions, workshops and staff meetings as required.

Acquire in-depth knowledge of the pedagogical documentation.

Recruit participants

Manage social media promotion

Create evaluation tools to assess the effectiveness of activities

Prepare/lead activities appropriate to the age, interest of the families

Promote and supervise on-site activities in concert with the CCS staff

Prepare reports, including summaries of activities and workshops

Submit recommendations for future activity integration

Promote activities and coordinate social media

Coordinate with community partners to promote and recruit participants

Maintain an active register of participants

Ensure participant safety

Ad hoc tasks as assigned by manager

KEY ATTRIBUTES

A strong desire to work with children & parents.

Knowledge or strong interest in program design and evaluation, testing or animation.

Writes well and in a coherent fashion

Creativity

Ability to teach and assist in various outdoor activities

Positive attitude: Rain or shine, tired or energetic, keeping a positive attitude is essential. Responsibility: You are responsible for the health and wellbeing of your participants **at all times**.

Ability to relate to peers and accept guidance and supervision

Good character, integrity, adaptability, enthusiasm, sense of humor and patience

QUALIFICATIONS:

Ongoing positive attitude

Desire and ability to work with children and adults

Lead activities and be prepared to brainstorm and plan on a weekly basis
Experience working in the early childhood education sector
Experience in delivery of program content to children and families
Ability to pass a background check relevant to the nature of employment

HOURS OF WORK:

12 hours per week, Monday-Thursday 9am-12pm

APPLICATION DEADLINE:

November 30th, 2018

APPLICATION PROCESS

Please send a resume and cover letter outlining how your education and experience equips you for this position to craigs@ccs-montreal.org with "Early Childhood Educator" in the subject line.

We thank all applicants for applying but only those selected for an interview will be contacted.