



Job Posting

Capilano Community Services Society (CCSS)

Job Title: Early Childhood Program Staff Assistant

Location: North Vancouver, BC

Type of Position: Temporary (16 weeks), Full-Time; partially funded by Canada Summer Jobs Program

Wage Rate: \$19/hour gross, for 35 hours per week

Hours: Monday to Friday, 9am to 4:30pm - flexible hours maybe required depending on scheduled programming.

Start Date: May 6, 2024

End Date: August 23, 2024

About Capilano Community Services Society

Capilano Community Services Society (CCSS) is a registered, not-for-profit society with a mission to foster safe, inclusive, and healthy communities where individuals and families can thrive. CCSS provides engaging, low-cost and by donation family, youth, and seniors' programs and support services for North Shore residents. Our programming enhances social connectedness, wellbeing, resiliency, and promotes a sense of belonging. Located at Lions Gate Community Recreation Centre, we deliver onsite and out-reach programming for all ages.

Overview of the Family and Children's Program

Our program offers families with children aged newborn to 5 years old, the opportunity to play, learn and connect with each other, in a welcoming, inclusive, and culturally safe environment. Programming supports early child development and parental efficacy, utilizing a strengths-based approach and a focus on social-emotional learning. We offer family drop-in playgroups, registered social-recreational programs, support services, and parent education workshops. Activities include structured and unstructured play that includes songs, music, arts/crafts, stories, circle time, snacks/lunch, resources, and referrals. The goals of our program are to improve health and wellbeing, increase parenting skills and knowledge, strengthen social connections, build resiliency, and improve food security, so that families can thrive.

There is a particular focus on assisting families living in conditions of risk or vulnerability, to access our programs and services, while providing opportunities to strengthen their connections to the larger community. We do not provide childcare or daycare programs.

Overview of the Early Childhood Program Staff Assistant Role

As an Early Childhood Program Staff Assistant, you will perform a frontline role, initiating, and assisting with leading activities for family and children who attend our drop-in and registered programs. You will assist in facilitating a high-quality program that provides a caring and stimulating environment which promotes intellectual, physical, and social and emotional learning. You will work alongside a team of staff and volunteers to maintain a safe and inclusive environment for all program participants. Your role entails helping to support parents/guardians as they participate with their children, building relationships, and responding to participant needs that may arise within the program. This position reports to the Family and Children's Program Coordinator.

Responsibilities

- Work with the staff team, to assist in planning and implementing a quality program for young children.
- Maintain healthy relationships and communicate effectively and respectfully with children, families, and colleagues.
- Supervise children and families to ensure a safe environment.
- Create and maintain a welcoming, emotionally safe, respectful, and inclusive environment.
- Model positive adult-child interactions that promote intellectual, and healthy social and emotional development.
- Ensure sign-in sheets contain the required information and communicate with all staff members important information from families such as allergies.
- Work with both families and children in small groups and/or one-to-one as appropriate, to encourage engagement in activities and interactions with peers, to enhance social, emotional, motor, and cognitive development.
- Create opportunities for families to acquire and practice positive parenting skills in a safe supportive environment.
- Maintain outlined health and safety standards.
- Work with staff team to maintain and purchase appropriate supplies and resources for the program.
- Liaise with the Program Coordinator in making referrals to community resources and in promoting and supporting parent-helping-parent initiatives as appropriate.
- Participate in the development and implementation of special events as required.
- Fulfill other duties as required to support day-to-day program operations.

Knowledge, Skills, and Abilities

- Energetic and passionate about working with young children and families.
- Displays a combination of care, with nurturing and educational skills.
- Creativity in programming in relation to the needs of children and families.
- Ability to work in a multi-tasking, fast-paced environment within a quick-turnover program.
- Demonstrates an academic understanding of age and developmental needs of children newborn to 5 years of age.
- Some knowledge of ECE BC standards and principles is an asset.
- Professional and tactful in communicating with both children and adults.
- Excellent verbal, written and interpersonal communication skills.
- Demonstrates initiative in making informed and clear decisions.
- Ability to be flexible and adapt to changes in programming.
- Ability to lead a small and large group learning activity/circle.
- Knowledge and commitment to the principles and best practices of family resource programs.
- Ability to model and support conflict resolution with children and adults.
- Ability to use good judgement, and demonstrate sensitivity, when working with vulnerable individuals and when making referrals.
- Demonstrated awareness, understanding and sensitivity in all issues related to diversity and inclusion.

- Ability to carry up to 20 lbs and move furniture as required for room set-up/clean-up.

Qualifications and Experience

- In the process of completing courses in the Early Childhood Education (ECE) field including studies toward an ECE, ECE Assistant, or Responsible Adult certificate.
- Courses in Infant Development and Supported Child Development (IDSC), or Family Resource Practitioner (FRP) are an asset.
- A minimum of 3 months recent paid or volunteer experience in program delivery and facilitation in a frontline role with children newborn to 5 years old and their families, in a play-based, family-centred setting.
- Experience working with diverse cultural groups including Indigenous children and families, is preferred.
- Current Emergency First Aid and CPR Certificate with infant/toddler certification.
- FoodSafe Level 1 Certificate an asset.

Applicant Criteria

This job is partly funded by the federal government's Canada Summer Jobs (CSJ) program and therefore applicants must meet the following criteria:

- ✓ be between 15 and 30 years of age (inclusive) at the start of employment,
- ✓ 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,
- ✓ have a valid Canadian Social Insurance Number at the start of employment and,
- ✓ be legally entitled to work in Canada according to the relevant provincial/territorial legislation and regulations.

For this role, CCSS also requires applicants to have:

- ✓ As a condition of hire and ongoing employment, we require all employees to provide proof of being fully vaccinated against COVID-19.
- ✓ A successful criminal record and vulnerable sector check will be required prior to the start of employment.

How To Apply

To apply for this job, **please email your cover letter and resume by 4:00pm on Wednesday, May 01, 2024**, to: Yasmin Soliman, Family and Children's Program Coordinator at: yasmin@capservices.ca
No phone calls please.

We thank all candidates for applying and will only be contacting shortlisted candidates.