



THRC Resource Library Assistant

It takes a community to raise a family...

Mission Statement: The creative and innovative leadership of MCRC with the Halton community will develop and deliver services to inspire and support children, their families and professionals.

Position: Resource Library Assistant

Location: THRC Resource Library

Position Type: Contract until April 15th, 2019

Number of Vacancies: 1

Hours/Week: 35 hours, includes evenings and Saturdays

Salary: \$19.00/hour

Reports To: Resource Library Supervisor

Job Description/Responsibilities:

- Provide support to the resource library and professional learning functions of THRC
- Model professionalism at all times by adhering to Code of Ethics and Standards of Practice by the College of Early Childhood Educators
- Maintain lending library database and able to extract data
- Support members and community partners with requests for resources within the library
- Actively recruit new membership
- Provide outreach within the community
- Provide and create enhancement ideas for the resource library
- Develop resource materials based on members' and community needs.
- Strong knowledge and understanding of the Ministry of Education's documents
- Maintain and order supplies as needed
- Maintain confidentiality of all information related to the Resource Connection
- Attend regular staff meetings
- Other duties as assigned

Qualifications:

- Bachelor of Early Childhood Education or ECE Diploma
- ECE's must be registered with the College of Early Childhood Educators
- Program experience as an early childhood educator an asset
- Creative programming skills, knowledge of various curriculums, ex., Reggio, Emergent, Highscope, Montessori
- Superior customer service, interpersonal and organizational skills required
- Must be flexible and available for occasional supply shifts
- Strong skills with Microsoft Office suite

MCRC is committed to diversity and accessibility. To this end, MCRC endeavors to reflect the cultures, languages and abilities of the families we serve, in our programs, services and employment practices. Please identify if you require any accommodations during the recruitment process in your application email.

Please forward your cover letter and resume to Vanessa Muraca, Human Resources Representative at vanessam@mcrc.on.ca

The Halton Resource Connection (THRC) is a program of Milton Community Resource Centre, operated in partnership with Halton Region.

Vision: A leader and essential partner for professional excellence in the Halton Early Learning and Care community.

