

# Support Facilitator & Resource Library Assistant

Date Posted: March 18<sup>th</sup>, 2022

**Hourly Rate:** \$22.50/hour

**Location:** 410 Bronte Street South

Travel to & from various centres within Halton Region

**Hours:** 35 hours/week  
20hrs Support Facilitator  
15hrs Library Assistant

**Reports To:** Manager, Resources & Community Engagement

**Number of Vacancies:** 1

**Position Type:** Full-Time contract to December 31, 2022

## Why work for Milton Community Resource Centre?

MCRC goes beyond the traditional 'check in the box' approach to employee development by recognizing creativity, innovation and the work contributions of each employee that aligns with MCRC's strategic objectives. We have a wide variety of programs and services that allow our staff to explore various career opportunities within the organization. All employees are provided with a free membership to The Halton Resource Connection that allows Educators to access resources, materials and professional learning opportunities to enhance your classroom. We believe in the importance of providing wellness opportunities that support an employee's mental, physical and emotional health.

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

## We're looking for someone with the following qualifications:

A Degree/diploma in Early Childhood Education and Standard First Aid/CPR level C are required.

Strong computer skills and working knowledge of Microsoft Office applications. We are looking for someone who has experience working in child care environments providing quality inclusive care to children. The successful candidate will build upon the foundational knowledge of current Ministry of Education documents, and utilize techniques such as modelling, active listening, observing and reflective practice. Experience with facilitation would be considered an asset. Flexibility to work some evenings and weekends required.

## Every day, you'll work to build the capacity of educators within the Halton community by:

- Communicating and collaborating closely with classroom Educators, Child Care Centre Supervisors, and Resource Consultants to implement goals and strategies to support the successful inclusion of all children in classroom environments.
- Providing hands-on support to allow and encourage educators to implement inclusion strategies into daily programming.
- Utilizing a coaching framework and principles of adult learning to support capacity building of educators in licensed child care programs.
- Modelling professionalism at all times by adhering to the Code of Ethics and Standards of Practice by the College of Early Childhood Educators.
- Providing and developing innovative and research-based resources for the Resource Library that promote best practices in early learning.
- Supporting members and community partners with requests for program resources within the library.

**Note:** This role requires the candidate to travel to and from centres within the Halton Region.

*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 accommodation during the recruitment process in your application email.*

Please submit your cover letter and resume to [careers@mcrc.on.ca](mailto:careers@mcrc.on.ca)