

# Supervisor - Early Years Child and Family Services

Date Posted: April 20<sup>th</sup>, 2022

**Hourly Rate:** \$27/hour

**Location:** 410 Bronte Street South

**Hours:** 35 hours/week

**Reports To:** Manager, Community Engagement and Partnerships

**Position Type:** 12-month Contract

**Number of Vacancies:** 1

## 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. We believe in the importance of providing wellness opportunities that support employee's mental, physical and emotional health.

## 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. We are looking for someone with a minimum of two years' experience in a child care setting and a minimum of one year supervisory or leadership experience demonstrating an ability to build effective teams and provide continued leadership through coaching and mentoring. The successful candidate will have the skills to research, plan and develop age-appropriate programs, supported through their knowledge of child development and best practices in parenting support.

## Every day, you will be responsible for:

- Designing, coordinating and supporting the implementation of Family Fun Programs and Events based on the interest and needs of the community.
- Seeking and developing intentional connections and collaborative working relationships with internal and external partners to achieve high quality, good value, and responsive programs for children and families.
- Ensuring families feel welcome and secure, and that they are provided support making connections to the programs and services they need.
- Seeking new program partnership opportunities, developing and maintaining relationships and contracts for each provider.
- Collaborating with the Communications Team to coordinate program promotional materials including Facebook updates, newsletters, and website updates as per MCRC marketing process.
- Supporting organizational fundraising by coordinating and maintaining the critical path and providing administrative support.
- Organizing and attending Fundraising Committee meetings to support planning and execution of each event.
- Coordinating and task management for all Family Fun Program Special Events.
- Maintaining Family Fun budget and grant requirements.
- Providing staff supervision and administration in an environment that is inspiring and motivating.
- Performing other duties as assigned by the Manager.

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)