



Resource and Community Facilitator

Date Posted: March 11, 2025

Hourly Rate: \$24.00

Location: 410 Bronte Street South and various THRC satellite locations within Halton Region

Hours: 35 hours/week

Reports To: Supervisor, Resources and Community Engagement

Number of Vacancies: 1

Position Type: 6-month Contract

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

For more information about The Halton Resource Connection please visit [THRC – Partners in Professional Excellence](#)

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 who:

- Has creative programming skills and knowledge of various curriculums. Example: Reggio, Emergent, Highscope, Montessori
- Has strong organizational skills with an ability to effectively manage multiple projects, work under pressure, and prioritize conflicting deadlines.
- Has superior customer service and interpersonal skills.
- Has advanced knowledge of Microsoft Office Suite and is familiar with data and management systems.

Every day, you will contribute to the successful functioning of The Halton Resource Connection programs by:

- Providing a positive and welcoming experience for members and community partners
- Providing support with the daily operation of the resource library and professional learning functions of THRC
- Maintaining the lending library database and inputting of inventory and membership information
- Ensuring positive communication with the members, provide members with information regarding all resources within the library and the community
- Actively recruiting new membership
- Promoting resources within the community
- Developing and Delivering Professional Learning to the community as needed or when requested.
- Developing informative displays and providing enhancement ideas using current best practices Examples: How Does Learning Happen Pedagogy? Equity, diversity and inclusion.
- Maintaining confidentiality of all information related to the organization
- Providing and developing innovative and research-based resources for the Resource Library that promote best practices in early learning.
- Fostering ongoing community collaboration and partnerships with outside agencies, community agencies, and stakeholders

- Using a consultative and coaching approach when working with professionals and families to raise awareness of the available resources to support the needs of all children and caregivers visiting the library.
- Supporting members and community partners with requests for program resources within the library.
- Modelling professionalism always by adhering to the Code of Ethics and Standards of Practice by the College of Early Childhood Educators
- Work some evenings and weekends as needed.
- Other duties as assigned by Supervisor and Director.

As a Resource and Community Facilitator, you will:

- Have reliable means of personal transportation to travel between THRC locations and Child Care programs within Halton.
- Work within the operational hours of THRC, which includes evenings and Saturdays.
- Ability to carry up to 35 lbs and sit/stand for extended periods of time.

Prior to employment the successful candidate will have:

- A degree/diploma in Early Childhood Education.
- A valid driver's license (minimum G2 Class) and access to a reliable vehicle.
- Criminal Record Check with Vulnerable Sector Check dated within 6 months.

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.

[Click Here To Apply](#)