



JOB DESCRIPTION

Director of the Early ON/Parents & Tots Program

The Donway Covenant United Church is looking for a Director of the Early ON/Parents & Tots Program housed at The Donway Covenant United Church. The Director will assume responsibility for the day to day operations of the program. The Early ON/Parents & Tots Program operates from September 4, 2018 to June 27, 2019 on every Tuesday and Thursday mornings. This is a contract position.

The Early ON/Parents & Tots Director is Responsible for:

- program planning and implements daily and monthly programming that meets the developmental, social, emotional and physical needs of each child,
- building a positive rapport with parents, co-workers, families, care givers, community members and acts as a collaborative resource for families to create positive opportunities for growth working with children and families,
- administrative responsibilities related to the operation of the Early ON/Parents & Tots program through the Donway Covenant United Church and the Early ON Child & Family Centre.
- providing leadership in keeping with The Donway Covenant United Church's Mission and Vision and Early ON Child & Family Centre's operating standards.
- maintaining a safe and healthy environment for children and creating a relaxing and welcoming classroom atmosphere,
- creating and maintaining all records on children in the program

REQUIREMENTS/QUALIFICATIONS:

- Formal training in Early Childhood Education and a current member of the Ontario College of Early Childhood Education
- 1 years' experience in the child care profession
- Current Criminal Record Check
- Infant/Child First Aid and CPR Certificate
- Food handlers certificate

This is a part time position located at The Donway Covenant United Church, 230 the Donway West, Toronto, ON.

The Early ON/Parents & Tots program operates every Tuesday & Thursday from 9:30 am to 11:00 am throughout the elementary school year.

The Early ON/Parents & Tots Director reports to the Chair of the Outreach Committee and the area Early ON Child and Family Centre Coordinator.

Salary is \$20/hr.

To apply for this position please submit a cover letter and resume to Vivian Yarwood, Chair of Outreach Committee at donwaycovenant@msn.com.

