



2625 Weston Road, Building D, 2nd Floor, Unit #27, Toronto, ON M9N 3V8 Tel: 416-7480788 Fax: 416-7480525

## **JOB POSTING**

### **Lead Staff – Child/Parent Programs**

Northwood Neighbourhood Services is a non-profit, charitable organization with a volunteer Board of Directors, the majority of who are residents of the area served.

#### **RESPONSIBILITIES:**

- To provide support to the centre.
- To prepare monthly bulletins for participants.
- To provide childcare to program as needed.
- To coordinate monthly workshops for participants and contact resource people and speakers.
- To maintain accurate records and statistics.
- To open and handle mail for the center.
- To coordinate fundraising activities in cooperation with staff members.
- To work as a team leader.
- To provide direction and support to childcare staff.
- To greet parents and children on arrival and departure. To report to parents and concerns regarding unusual behaviour or problems arising during program. Report concerns to the Parent/Child Manager.
- To keep the consumable cupboard stocked and tidy.
- To communicate with the parents and provide activities and workshops as needed.
- To be the first person on site to open and the last person to leave.
- To be a good role model for children and parents. Be positive in communicating approval and disapproval to children.
- Other duties as assigned.

#### **Qualifications:**

- ECE Diploma
- Experience in supervising a family resource center or other preschool environment.
- Excellent communication skills, both oral and written.
- A demonstrated ability to communicate with parents.

#### **ACCOUNTABILITY:**

The Lead Staff will be accountable to the Parent/Child Manager.

Part-Time Position, 16 hours per week

To apply: [jobs@northw.ca](mailto:jobs@northw.ca)

**Deadline: November 20, 2009**