



Centre Communautaire
Tyndale St-Georges
Community Centre



Early Childhood Department

Job Posting

Early Childhood Animator

Reporting to the Program Director, the Early Childhood Animator is to develop, implement and evaluate programs, activities and services for young children, from birth until school age (5 years), and their parents. The Early Childhood programs and services aim to stimulate children's cognitive, social and motor development and support parents as the primary educators of their children.

Duties and Responsibilities:

- Assess needs of program participants; plan and implement parent and child playgroups to stimulate early childhood development and parent and child bonding; develop innovative approaches that empower program participants.
- Animate and participate in all Early Childhood Programs; lead children in activities by telling stories, teaching songs and animating games; lead workshops for parents; prepare program materials & serve snacks; arrange rooms & furniture for programs.
- Maintain open, friendly, and cooperative relationship with each child's family and encourage their involvement in the program; develop positive interpersonal relationships with team members, volunteers, and partners.
- Assist with program outreach and carry out administrative duties related to job tasks; evaluate the effectiveness of programs on an ongoing basis and use the results to improve programs; participate in special events and activities of the Centre.

Qualifications:

- College or Bachelor degree in relevant field.
- 1 – 2 years of experience in working with children (0 to 5 years) and families of diverse backgrounds.
- Strong knowledge of early childhood development and sensitivity to the needs of young children.
- Knowledge of the Little Burgundy Community; experience working in the community is desirable.
- Well-organized with strong time-management skills.
- Must be a team-player; learning, working and communicating with other staff members is essential.
- Able to work in English or/and French; proficiency in other languages is an asset.
- Competence with computers; knowledge of Excel, PowerPoint and Publisher.

Job Conditions:

- Wage determined on experience level.
- Part time, 25 hours a week.
- Eligible for pension, benefits.
- Probationary period of three months.

Please send your CV, letter of intent and two references by September 25th, 2020 to:

Shauna Joyce, Executive Director

Tyndale St-Georges Community Centre

Email: shaunajoyce@tyndalestgeorges.com