

Job description – Family Resource Coordinator

The Glengarry Inter-Agency Group is looking for a friendly and professional individual to fill the role of **Family Resource Coordinator** in the Early ON Child and Family Centre located in Cornwall and SD&G.

REQUIREMENTS:

- Current Standard First Aid & CPR Level C
- Current/Clear Vulnerable Sector Check
- Updated Record of Immunizations
- Ability to communicate fluently in both official languages
- Candidate will be required to travel to multiple locations (Cornwall & SD&G)

EDUCATION/EXPERIENCE

- Early Childhood Education diploma or equivalent
- College of Early Childhood Education Membership considered an asset
- Strong communication, interpersonal and leadership skills
- Knowledge and experience of the early years and children's activities such as: playgroups, resource services, childcare
- Knowledge of community resources
- Experience with and sensitivity to diverse community and cultural groups
- Demonstrated flexibility and ability to work effectively in a team
- Basic computer skills (Excel, Word Perfect, Word)

DUTIES AND RESPONSIBILITIES

- Planning activities, drop-ins, and workshops, and maintaining a safe and secure environment for the children aged 0-6 yrs. and their families/caregivers
- Plan and implement a stimulating program that is designed to promote cognitive, social, physical, and emotional development by using the Early Learning Framework and How Does Learning Happen as a guide.
- Work as a team with volunteers, parents, specialists, staff, management, and community partners to help children have the best start in life.
- Promote a positive, creative, and exciting learning environment
- Provide administrative assistance to the program

SALARY/HOURS

- Tuesday-Friday 8:30-4pm
- 30hrs per week
- \$21.50 per hour
- Start date: as soon as possible

Glengarry Inter Agency Group strives to meet the standards set out in the Accessibility for Ontarians with Disabilities Act (AODA) Customer Service Regulation and will support candidates to modify our recruitment and selection process, should there be a need to modify or remove barriers in order to accommodate those with disabilities, if requested. Should a candidate be contacted and require accommodation at any point throughout the recruitment and selection processes, please notify the Human Resources representative who has contacted you.

Upon request, this job posting will be offered in both official languages.

We are an equal opportunity employer. Only those selected for an interview will be contacted.

Please send your resume to humanresources@giag.ca by 4:00 p.m. January 31, 2023