



# **JOB POSTING**

## **Program Facilitator, Child & Family Programs**

*Casual/Relief*

*Job #26-15*

*(Internal/External)*

### **ELIGIBILITY TO APPLY**

Anyone eligible is invited to apply for this position.

### **PRIMARY FUNCTION**

Reporting to the Manager of Intergenerational Programs and Services, this position is responsible for supporting the delivery of The 519's Child and Family Programs for children 0 to 6 years, families, caregivers, and prospective families of diverse identities and configurations.

### **KEY ACCOUNTABILITIES**

- Work as part of a team to deliver 2SLGBTQ-inclusive EarlyON and child and family support programs and events in a manner which strengthens family relationships and fosters the building of healthy peer support networks.
- Support implementation of daily program plans which meet the developmental interests, abilities, needs and strengths of children, and provide opportunities for language / listening development, and interaction between caregivers and children.
- Support overall program requirements included but not limited to planning, delivery, and evaluation.
- Assist with maintaining learning / play areas and activity centres which encourage independent and play-based learning and foster appropriate peer interactions.
- Assist with the preparation of snacks for program participants.
- Work as part of a staff team to ensure the safe setup, operation, and take down of programs and special events.
- Implement schedule for the regular maintenance, cleaning / sanitization of program toys and equipment.
- Complete required documentation, forms and reports as required (including incident/accident reports, reports of suspected child abuse, and serious occurrence reports).
- Contribute to the design and maintenance of welcoming program spaces, e.g., developmentally, and culturally appropriate, and free of bias and stereotypes.
- Liaise with children and caregivers through programs providing basic information and informal referrals as required.
- Participate in team and organization staff meetings, as required.
- Support the organization's broad activities, adhering to applicable policies and procedures.
- Adhere to the EarlyON Guidelines, EarlyON Standard of practice, How Does Learning Happen Pedagogy for Early Years and Ontario's Childcare and Early Years Act.
- Other duties as assigned.

### **KNOWLEDGE AND EXPERIENCE**

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1. Current registration with the Ontario College of Early Childhood Educators (ECE in good standing) is required.
2. Post-secondary or equivalent combination of education and experience related to the position.
3. Experience working with 2SLGBTQ2S+ families, 2SLGBTQ+ communities, and gender diverse children and families, considered an asset.
4. Demonstrated knowledge of child development, and experience supporting families and their children, parents / caregivers, and prospective parents.
5. Experience planning, and facilitating participant driven programs, services and special events.
6. Working knowledge of legislation relevant to a family support program setting, including the Early Learning and Childcare Act, the Occupational Health and Safety Act, and Municipal Freedom of Information and Privacy Protection Act (MFIPPA).
7. Valid Emergency First Aid and CPR level C (Infant/Child) certification.
8. Excellent group facilitation experience.
9. Knowledge of relevant community resources.
10. Lived experience of the unique needs of Black and/or Indigenous families and communities is considered a strong asset.
11. Highly developed conflict resolution, problem solving and communication skills.
12. Ability to effectively communicate, both orally and in writing.
13. Knowledgeable in windows, Microsoft office, spreadsheets and database applications
14. Food Handler Certification from an accredited program.
15. Commitment to social justice principles and an understanding of the intersection of gender, race, sexuality, and class; this position requires a commitment to and passion for social justice.
16. Demonstrated ability to work with 2SLGBTQ+ communities including demonstrated experience integrating anti-racism, anti-oppression and intersectional values and principles into daily practice.
17. Demonstrated understanding of the role that community centres play in local neighborhoods.



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## TERMS OF EMPLOYMENT

<b>Position Status</b>	Casual/Relief
<b>Union Status</b>	Union Position - CUPE Local 2998 – Wage Grade 3
<b>Starting Hourly Rate</b>	\$20.76/hour starting rate (City of Toronto 2026 Wage Grid for Union Staff) (Range \$20.76/hour-\$24.98/hour)
<b>Benefits</b>	Eligible to enroll in OMERS pension plan (optional); not eligible for health and dental benefits.
<b>Hours of Work</b>	Various shifts, including weekdays, evenings and weekends as needed.
<b>Vacation</b>	4% vacation pay
<b>Location</b>	Due to the nature of the work, this job is performed on-site at The 519.

## APPLICATION INSTRUCTIONS

Email cover letter and resume to [Careers@The519.org](mailto:Careers@The519.org) no later than 4:00 p.m. on May 22, 2026.

Applicants must quote **Job # 26-15** in the cover letter and in the subject line of the email.

**Applicants are required to demonstrate in their resume that their qualifications match those specified in the job posting.**

*The 519 actively encourages applicants from all equity seeking groups. The 519 embraces diversity and is committed to creating an inclusive workplace. Our goal is to attract, develop, and retain highly talented employees from diverse backgrounds allowing us to benefit from a wide variety of experiences and perspectives. We thank all applicants. No agencies please.*

**Accommodation:** *The 519 is committed to creating an accessible and inclusive organization. We are committed to providing barrier-free and accessible employment practices in compliance with the Accessibility for Ontarians with Disabilities Act (AODA). Should you require Code-protected accommodation through any stage of the recruitment process, please make them known when contacted and we will work with you to meet your needs. Disability-related accommodation during the application process is available upon request.*