

Caregiver Support Worker: RECE

Immediate opening: Term 37.5 hours per week until Dec 2017 (possibility for becoming permanent)

CCPRN is a dynamic organization, which is proactively planning for potential changes in the organization and administration of the child care world. CCPRN has operated for 35 years and is seen as the prime, funded organization in the province advocating for independent home child care providers. More information can be found at www.ccprn.com.

CCPRN is looking for an enthusiastic, outgoing and organized individual to assist in all of the program's activities. Primary responsibilities are to assist in the planning and implementation of workshops/events for caregivers and children. While the position is temporary at this time, there may be opportunities to extend the contract or make it permanent in the future.

The successful candidate will work as part of a team to:

- Plan and implement programs for children and training for caregivers
- Research program ideas for workshops, newsletters, children's events...in English and French
- Facilitate playgroups and workshops
- Develop written resources
- Support parents and caregivers in their search for care/clients
- Support caregivers in their role (warm-line coach)
- Take on special projects as assigned
- Assist with Child Care Connection Meetings
- Perform other duties which may include: Newsletter design and input of data, assist in program evaluation, design flyers and certificates, set up power point presentations, clerical tasks as needed, update website, manage database (memberships, payments, registrations), and assist in keeping the office/resource area organized.

The ideal candidate will have the ability to work both independently and as part of a team, be well organized, reliable, energetic, and self-motivating.

Mastery of English and French (both verbal and written)	English Required/French preferred
Experience in child care field e.g. operating a home daycare	Preferred
RECE in good standing with CECE	Required
Familiarity with "How Does Learning Happen?"	Required
Working knowledge of Word, Publisher, PowerPoint, Excel	Preferred
Experience with social media – Facebook, YouTube, Twitter, Instagram	Required
Experience in desk top publishing	Preferred
Must be able to work some evenings and the occasional Saturday or Sunday	Required
Must have access to a reliable car for transportation to events	Required
Clear Police Record Check (Vulnerable sector) completed in the last 6 months	Required

Send your covering letter and CV to doreen@ccprn.com; Fax: 613-749-6650

We thank all individuals for their interest; however, only those selected for an interview will be contacted.

Closing Date: April 20^h, 2017 at noon