



East Scarborough

BGC East Scarborough
(Boys and Girls Club of East Scarborough)



MAAT Youth Innovation & Cultural Centre

 BGCES
416-281-0262

 MAAT
416-282-7284

 416-281-0458

 info@esbgc.ca

 www.esbgc.ca

RECE Program Facilitator

Early ON Child and Family Centre

BGC is currently seeking a RECE Program Facilitator to join the Early ON Child and Family Centre. The ideal candidate will have excellent communication skills, strong time management, and organizational skills.

The program facilitator will work as a member of the Early Years team to plan and implement high-quality learning activities for parents/caregivers and their children ages birth to 6 years. This includes program planning, program set-up, facilitation of planned activities, and meeting with staff to address gaps or barriers in the programs. The RECE Program Facilitator will offer parents/caregivers access to programs in the community while using this opportunity to maintain communication with partner agencies. The Facilitator will perform outreach duties by distributing flyers and site calendars.

Major responsibilities

- Collaborate with staff members to assess the needs, concerns, and barriers of the community
- Determine which programs to deliver and plan programs using the How Does Learning Happen framework as a guideline
- Supervise children during independent registered programs
- Engage with parents/caregivers and children in the program while being a positive role model by displaying appropriate behavior management techniques and play/learning opportunities during the program activities
- Set up and clean-up of program activities/room
- Input program attendance on Active Net while ensuring accuracy and completion
- Orient and support new participants when creating online accounts upon registering for the program
- Provide referrals to community services/programs while ensuring accurate records of referrals are kept
- Recruit, mentor, and train volunteers and student interns, and delegate tasks as required
- Perform front desk duties such as responding to phone calls and emails in a timely and positive manner
- Enter and track statistics
- Promote the Early Years program and services at outreach events such as Welcome to Kindergarten and Scarborough Summer Fest
- Offer programs and activities in local agencies such as The Toronto Public Library as assigned
- Distribution of outreach promotional materials such as flyers and calendars to the community
- Develop workshops and event flyers as required
- Ensure children, families, and caregivers follow the centers' guidelines
- Accurately document, report, and follow up on any hazard or incident reports
- Follow all Agency Health & Safety protocols and procedures
- Update and follow cleaning protocols while delegating cleaning duties between staff, student interns, and volunteers
- Participate in departmental and agency meetings, committees, and events

Qualifications

- Registered with the College of ECE and in good standing
- HIGH FIVE Certification is an asset



Charitable Organization Number 11889-1308



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- Valid Standard First Aid/CPR certificate
- Proficient in using MS Office including MS Word, Excel, Publisher, Outlook, and PowerPoint
- Satisfactory Criminal Reference Check & Vulnerable Sector Screen
- Fluency in a second language is an asset (French, Tamil, Urdu)

Asset:

- Valid Driver's License and access to own vehicle

Position Specifications:

- May need to travel between program sites, meetings, and special events
- Office and classroom-based
- Job conditions require standing, walking, sitting, making visual inspections, lifting and carrying up to 30 lbs

Working Schedule: Tuesday to Saturday

Job Status: Full-time (37.5 hours), 14 months Mat leave coverage contract

Deadline for applications: Until the position is filled.

Start date: As soon as possible.

Job Code: EFP2025

Please submit your resume to: pc@esbgc.ca

Thank you for your interest. Only applicants selected for an interview will be contacted. BGC East Scarborough is committed to the principles of employment equity and encourages applicants from all Human Rights protected groups. We strive to meet the accommodation needs of persons with disabilities. Applicants are encouraged to make their needs for accommodation known in advance during the application process.



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