



JOB POSTING

JOB TITLE:	Early Childhood Assistant (ECA)
STATUS:	Regular Part-Time (25 hours per week - Split Shift)
POSITION LEVEL:	Level 2
SALARY RANGE:	\$31,715.83 - \$42,623.43
HIRING RANGE:	\$31,715.83 - \$36,767.34
JOB LOCATION:	Eaton Centre CED, 14 Trinity Square, Toronto

About Mothercraft: Since 1931 Mothercraft has been a leader in supporting healthy child development, working with our many community partners to meet the changing needs of families. We are committed to excellence, continually testing new concepts and ideas related to healthy child development. We are known for our ability to translate these critical research learnings into everything we do – from our high quality child care and enrichment programs, to our services for children and families with special needs, and specialized training programs for child care providers and other professionals. Mothercraft values diversity and strives to create an environment that is welcoming and inclusive.

About Mothercraft's Centre for Early Development: Mothercraft operates three Centres for Early Childhood Development directed by the same goal: "to support healthy child development across all families". The Centres offer enriched quality, full day learning from 3 months to 6 years of age. The hours of operation are generally from 7:30am to 6:00pm Monday to Friday.

Position description:

- The Early Childhood Assistant's (ECA) role is to assist in providing care for the physical and emotional needs of children
- Develop and encourage positive and secure relationships with children
- Assist with program planning and implementation and the preparation and implementation of a culturally sensitive program plan
- Promote the development and well-being of children through an enriched physical and social environment
- Communicate with families, other staff and the Manager, keeping the Manager informed of any concerns
- Provide a safe physical environment for children
- Demonstrate awareness and understanding of Mothercraft foundational theories, program statement, policies and procedures

Your experience includes:

- Early Childhood Assistant Certificate or equivalent
- Minimum one year of work experience with children and families, please note student placements completed as part of an Early Childhood Assistant Training program will be considered as one year of work experience
- French language skills is an asset

You're often described as:

- A strong communicator with skills in written and verbal communication
- A great team member

To apply, email your resume to careers@mothercraft.org by **July 19, 2019**. Please quote "**Early Childhood Assistant – Eaton Centre**" in the subject line. Internal candidates please quote "**Internal – ECA EC CED**".

We thank all applicants for their interest. Only short listed candidates will be contacted.

As part of our ongoing commitment to the Accessibility for Ontarians with Disabilities Act, Mothercraft will provide assistance to applicants who request accommodation throughout the recruitment process.