



Requires a

P/T EARLYON COORDINATOR – Sioux Narrows & Nestor Falls

The Ne-Chee Friendship Centre is looking for a motivated individual who has a strong work ethic, teachable skills and positive attitude to join our team.

EarlyON Child and Family Centers provide opportunities for children from birth to 6 years of age to participate in play and inquiry-based programs while offering support to parents/caregivers in their roles.

RESPONSIBILITIES

- Provide drop-in programs for children up to six years old and their parents/caregivers
- Assist families with programming and activities that are related to child development, family well-being, play, exploration, and discovery
- Provide play-based learning experiences that are fun and engaging
- Provide information and/or referrals to specialized programs and services
- Coordinate, plan and facilitate programs for parents and children
- Prepare monthly reports
- Perform other duties as assigned

QUALIFICATIONS

- Preference given to those who possess a two-year diploma in Early Childhood Education and registered with the College of Early Childhood Educators
- At least two years' experience in a related childcare field
- Excellent communication skills both written and oral
- Demonstrated proficiency in Microsoft applications
- Highly organized and able to work with minimal supervision to meet deadlines
- Valid driver's license and access to a reliable vehicle
- First Aid/CPR training a definite asset
- Positive attitude & capacity to act as a healthy lifestyle role model

DEADLINE: Open until position is filled

SALARY: \$25-\$28 per hour to start

A Current Vulnerable Sector Check will be required upon offer of employment

Please submit your **resume** along with a **cover letter** to: Brianna Boucha-Office Manager, **Ne-Chee Friendship Centre:** 326 2nd Street South, Kenora, ON P9N 1G5 Fax: (807) 468-5340 E-Mail: hr@nechee.org

We wish to thank all applicants, however, only those selected for an interview will be acknowledged

Accessibility Statement

Ne-Chee Friendship Centre is committed to providing an inclusive and accessible recruitment process in accordance with the Accessibility for Ontarians with Disabilities Act (AODA) and the Ontario Human Rights Code. Accommodation is available throughout all stages of the hiring process upon request. Applicants are encouraged to advise us of any accommodation needs required to ensure equal participation. Information received relating to accommodation will be addressed confidentially. We welcome and encourage applications from Indigenous peoples, persons with disabilities, members of racialized communities, and individuals of diverse backgrounds and identities.