



HESPELER VILLAGE NEIGHBOURHOOD ASSOCIATION (HVNA)

640 Ellis Road P.O. Box 29098

Cambridge, ON N3C 4K1

519.240.3567

www.hvna.ca

amandah@hvna.ca

Hespeler Village Neighbourhood Association

POSITION:	Early Childhood Program Facilitator
RESPONSIBLE TO:	Early Childhood Program Coordinator
FUNCTION:	Assist Coordinator in the development, implementation, and coordination of early childhood recreation activities
HOURS:	2.5 hours each program (4-7 programs per week) + Meetings and Special Events
HOURLY RATE:	\$18.80-19.00/hour
TERM:	Occasional/Supply Facilitator, September-June

PROGRAMMING:

- Create an environment that is safe, clean and welcoming.
- Provide materials for children that will give them the opportunity to learn, be successful and grow as individuals.
- Maintain a positive relationship with parents, guardians, Coworkers and volunteers
- Prepare quality programs that meets the appropriate development needs of the children and is in accordance with the Centre's policies, procedures, and guidelines
- Daily implementation and evaluation of programs.
- Set-up classroom and gym for children resulting in an environment that will be welcoming with the various age appropriate toys and activities.
- Provide positive child guidance.
- Attend staff meetings as required.
- Assisting with daily planning and implementation consisting of a mixture of structured and unstructured activities
- Ensure volunteers follow organizational guidelines (re: conduct, attire etc.)
- Accepts the leadership role in absence of the Coordinator

ADMINISTRATION

- Assist new registrants in learning about HVNA and our mission, vision and values
- Provides written reports as requested by their supervisor.
- Responsible for reporting on a minimum bi-weekly and as-needed basis to supervisor

Date Posted: January 2023

Apply by email to: amandah@hvna.ca



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- Responsible for working from a team-work perspective, contributing constructively to staff meetings, events and trainings
- Responsible for providing quality and friendly customer service to patrons, programs and services and to visitors to the Centre

QUALIFICATIONS AND EXPERIENCE:

- **Early Childhood Education (or equivalent education or experience working with young children)**
- **Standard First Aid and CPR C**
- **PRO – High 5 Principles of Healthy Child Development**
- **Police Record Check**
- **Good organizational skills, good communication and the ability to build rapport with participants**
- Typical working hours between 9:00-3:00 pm with flexibility to support HVNA special events
- 1-3 years of experience in programming with children and families preferred
- Experience working with a diverse population
- Involves interaction, public relations, partnership building, desk work and physical movement while participating in activities with kids
- This position may require prolonged standing as well as the ability to lift equipment up to 50 pounds.

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