



APPLEGROVE COMMUNITY COMPLEX

60 Woodfield Road, Toronto, Ontario M4L 2W6

416-461-8143 www.applegrovecc.ca

JOB POSTING

Parent/Child Program Worker (Part Time)

1 Vacancy

POSITION SUMMARY

The Parent/Child Program Worker is responsible for facilitating EarlyON Parent-Child Drop-In programming, offered at two sites, and contributing to a welcoming, engaging environment for families. As part of a collaborative team, the Program Worker plans, implements, and coordinates programming for children and adults in a culturally, socially, and economically diverse setting, ensuring that the Drop-Ins provide a safe, clean, inclusive, supportive, and enriching environment. Programming includes a weekly gross motor program on Saturday mornings, offering active, developmentally appropriate movement experiences for families.

MAJOR RESPONSIBILITIES

Working as part of a team, to:

- Plan and implement an age appropriate, inclusive, integrated and enriching daily program of art, music, literacy, gross motor activities and play, as well as special events.
- Ensure that the drop-ins remain clean, safe and attractive for all participants.
- Interact with children and adults in a warm, friendly and inclusive manner, modelling appropriate behaviour.
- Promote understanding of childhood development among participants.
- Deal effectively with all inquiries, including providing resources and guidance; making appropriate referrals; and providing information and informal support.
- Promote volunteerism by encouraging participant involvement in daily activities, special events, tasks and decision-making.
- Welcome, support and mentor volunteers and student placements.
- Undertake program outreach.
- Organize purchases of materials and supplies.
- Organize, facilitate and/or lead educational events for parents and caregivers.
- Staff and co-ordinate program advisory committee meetings.
- Maintain accurate program activity and attendance records.
- Support the preparation, analysis and reporting of program evaluations.
- Identify new program needs.
- Liaise with maintenance staff regarding day to day facility safety, cleanliness and upkeep.
- Adhere to all Applegrove policies.

Qualifications

- Must be a Registered Early Childhood Educator (RECE) in good standing.
- Minimum 2 years experience working directly with children up to age 6, and experience with parents and caregivers.
- Demonstrated ability to plan and implement an early childhood program in accordance with professional standards and funder guidelines.
- Demonstrated ability to build and maintain healthy and effective working relationship with parents/caregivers, colleagues, other service providers and community partners.
- Demonstrated skills in administrative tasks including completion of program plans, incident reports, participant communication and engagement.
- Able to handle sensitive and confidential information in a responsible manner.
- Ability to work effectively in an independent environment as well as a team setting.
- Knowledge of community services.
- Strong oral and written communication skills.
- Excellent interpersonal, conflict resolution and problem-solving skills.
- Experience working with people from diverse racial, ethnic, and socioeconomic backgrounds.
- Understanding of diversity, equity, inclusion and belonging and commitment to cultivating respectful and inclusive work and program environments.
- Proficiency in Microsoft Office applications and use of digital equipment e.g. projector.
- Assets include:
 - Standard First Aid/C.P.R. “C” certification
 - Food Handlers certification
 - Second language, especially Chinese, Spanish, Arabic or a South Asian language.

TERMS OF EMPLOYMENT

Position Status	Part Time Permanent
Hours per Week	27 hours per week
Hours of Work	The program generally operates Monday-Saturday between 8:30 am – 4:00 pm. Scheduled hours to be determined jointly with the Program Director based on program needs.
Union Status	Union Position - CUPE Local 2998 – Wage Grade 7
Starting Hourly Rate	\$26.39 - City of Toronto AOCC 2026 Wage Grid for Union Staff (Range \$26.39 – \$30.93)
Benefits	Eligible to enrol in OMERS pension plan from day one
Reports to	Program Director
Location	Onsite at 60 Woodfield Rd. and 1470 Gerrard St E., with no opportunity for remote work

Other Requirements:

- A satisfactory Police Records Check will be required (Applegrove to cover the cost)
- Standard First Aid/C.P.R. "C" certification will be required (Applegrove to cover the cost)

APPLICATION INSTRUCTIONS

Please email your cover letter and resume no later than 5 pm on June 12, 2026 to:

Josh Grainger, Program Director

Email: jgrainger@applegrovecc.ca

Applicants must label the email subject line as "Parent/Child Program Worker" and provide their cover letter and resume as one PDF document labelled with both their name and the job title "Parent/Child Program Worker".

Applicants are required to demonstrate in their resume that their qualifications match those specified in the job posting.

We thank all those who apply, but only applicants selected for an interview will be contacted.

Applegrove is an equal opportunity employer and encourages applications from diverse candidates. In accordance with Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act, 2005, and the City of Toronto's Accommodation Policy, accommodation will be provided in all parts of the hiring process. Applicants are asked to make their needs known in advance.