



## **Human Resources Coordinator**

**Location:** 182 Main St. Toronto, ON

**Position Type:** Part-Time – 21 hours weekly

**Reports To:** Executive Director

### **About Us**

Day Care Connection (Toronto) Inc. - Downtown Montessori is a multi-site early learning organization committed to providing high-quality Montessori education and licensed childcare programs in Toronto. We operate under the Child Care and Early Years Act (CCEYA) and are dedicated to supporting children, families, and educators in a safe, inclusive, and professional environment.

### **Position Summary**

The HR Coordinator supports the full employee lifecycle across multiple program sites, including recruitment, onboarding, employee relations, payroll coordination, and compliance. This role plays a key part in ensuring adherence to Ontario employment legislation, collective agreements, and internal policies within a unionized childcare setting.

The ideal candidate is organized, solutions-focused, and confident navigating employment standards, workplace investigations, and day-to-day HR operations.

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### **Key Responsibilities**

#### **Recruitment & Onboarding**

- Coordinate recruitment for educators, program leaders, supply staff, and administrative roles
- Draft and post job advertisements
- Work closely with hiring managers to screen candidates and coordinate interviews
- Prepare employment offers and contracts
- Manage onboarding documentation (policies, benefits enrollment, training requirements)
- Ensure compliance with licensing requirements (VSCs, immunization records, qualifications verification)

#### **Employee Relations & Labour Support**



- Provide guidance to managers on performance management and progressive discipline
- Support grievance processes and documentation in a unionized environment
- Maintain accurate employee records and seniority lists
- Assist with collective agreement interpretation

### **Compliance & Policy**

- Ensure compliance with the Ontario Employment Standards Act (ESA), Human Rights Code, Occupational Health and Safety Act (OHSA), and CCEYA
- Maintain HR policies and update as legislation changes
- Track mandatory training (WHMIS, Health & Safety, First Aid, etc.)
- Support WSIB reporting and return-to-work coordination

### **Payroll & Benefits Support**

- Liaise with Payroll Coordinator to ensure accurate employee data
- Track leaves (vacation, statutory, ESA-protected leaves)
- Administer benefits enrollment and changes
- Maintain accurate attendance and leave records

### **HR Reporting & Administration**

- Maintain HRIS records, experience with ADP will be considered an asset
- Support workforce planning and staffing reports
- Prepare documentation for audits, licensing, and funder reporting

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### **Qualifications**

- 3–5 years of progressive HR experience
- Experience in a unionized environment strongly preferred
- Knowledge of Ontario employment legislation and workplace standards
- CHRP designation or working toward certification considered an asset
- Experience in childcare, non-profit, or publicly funded sector preferred
- Strong documentation and organizational skills
- Excellent communication and interpersonal abilities
- High level of discretion and professionalism



## Core Competencies

- Sound judgment and problem-solving
  - Strong attention to detail
  - Ability to manage competing priorities
  - Collaborative leadership style
  - Commitment to equity, inclusion, and respectful workplaces
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## Compensation

**Salary range: Competitive and commensurate with experience. \$38 - \$48 per hour**

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## How to Apply

Interested candidates are invited to submit a resume and cover letter outlining relevant experience. We thank all applicants for their interest; however, only those selected for an interview will be contacted.

DCC-DTMS is committed to equity, diversity, and inclusion. Accommodations are available upon request throughout the recruitment process.

Applications can be submitted via Indeed or directly to [anisa.c@dcc-dtms.ca](mailto:anisa.c@dcc-dtms.ca)