



**Job Posting:** Program Staff - EarlyON

**Organization:** Day Care Connection (Toronto) Inc. (DCC)

**Location:** Family Resource Centre/EarlyON, 184 Main St., Toronto, On, M4E 2W1

*DCC may periodically alter the workplace location, in accordance with the needs of the organization.*

**Job Type:** Full-time, Fixed-term (9 months)

**Salary:** \$25 per hour

**Start Date:** April, 2026

DCC is a community-oriented organization that provides a nurturing, child-centered learning environment. Our programs create learning opportunities that are designed to build on children's interests, strengths, development, and emerging skills. Activities and experiences are crafted to encourage play, inquiry-based learning, exploration, engagement, and expression.

Day Care Connection (Toronto) Inc. is seeking a dedicated and enthusiastic **Program Staff (RECE)** to join our **EarlyON Child and Family Resource Centre team**.

### **Job Summary:**

In this role, you will plan and deliver high-quality, inclusive, play-based programs for children from birth to six years and their parents/caregivers. You will create welcoming environments that support early development, strengthen family relationships, and connect families to community resources.

Working within the framework of Ontario's EarlyON Child and Family Centres and *How Does Learning Happen? Ontario's Pedagogy for the Early Years*, you will support children and families through engaging, responsive, and community-focused programming.

### **Program Delivery**

- Welcome, register, and orient participants to programs
- Plan and facilitate engaging, developmentally appropriate programs for children (0–6) and caregivers
- Create safe, inclusive, and culturally responsive environments
- Model positive interactions and play-based learning strategies
- Observe and support children's development through play

### **Family Engagement and Support**

- Build respectful, supportive relationships with families
- Provide informal guidance on child development, parenting, and early learning
- Connect families to community resources and services
- Encourage participation and engagement in programs
- Respond to occasional phone and email inquiries

### **Program Environment & Operations**

- Prepare and maintain program materials and learning environments
- Ensure compliance with health, safety, and program standards



- Maintain attendance records and program documentation
- Support outreach efforts to engage families
- Set up and clean program space, including lifting and moving equipment
- Participate in light cleaning and sanitizing

### **Collaboration**

- Work collaboratively with team members and community partners
- Participate in team meetings, training, and professional development
- Support special events, workshops, and community initiatives
- Contribute to broader organizational activities as needed

### **Qualifications**

- Diploma or Degree in Early Childhood Education or related field
- Registered Early Childhood Educator (RECE) in good standing with the College of Early Childhood Educators (preferred)
- Strong knowledge of early childhood development and play-based learning
- Familiarity with How Does Learning Happen? and family-centred practices
- Experience working with children and families in early years or community settings
- Excellent interpersonal and communication skills
- Ability to build trusting relationships with diverse families
- Strong observation, facilitation, and organizational skills
- Ability to work both independently and collaboratively

### **Requirements**

- Current First Aid and CPR certification
- Clear Vulnerable Sector Check
- Up-to-date immunization records and TB test
- Ability to lift and move moderately heavy items
- Flexibility to work occasional evenings or weekends
- Knowledge of community resources is an asset
- Additional languages are an asset

### **Working Conditions**

This is a full-time, on-site position in a community-based early years environment. The role involves regular interaction with children and families, including floor-based engagement and physical activity such as lifting and setting up program spaces.

This position is funded through the City of Toronto. Funding is currently confirmed through 2026, with the possibility of extension based on future funding availability.



## **Why Join Us?**

At Day Care Connection, we are committed to creating inclusive, responsive, and high-quality early years programs that support children, families, and communities. You will be part of a collaborative team dedicated to making a meaningful impact in the lives of families.

---

## **How to Apply**

**Please submit your resume and cover letter outlining your experience and interest in the role.**

Interested candidates should submit their resume and a cover letter outlining their qualifications and experience to [jennifer.hooker@familyresourcecentre-dcc.net](mailto:jennifer.hooker@familyresourcecentre-dcc.net) by, April 7, 2026.

## **Additional Information:**

DCC/DTMS is committed to providing accommodations for candidates with disabilities, as required under the Accessibility for Ontarians with Disabilities Act (AODA). If you require an accommodation during the application or interview process, please let us know.

***Please note that Day Care Connection is a recently certified CUPE workplace. Terms and conditions of employment for this position may be governed by a collective agreement.***

***Join us in shaping the future by nurturing the leaders of tomorrow!***