



## **Mennonite New Life Centre of Toronto**

### **Job Posting: CNC Lead (Childminding Supervisor) "Experience in online curriculum using Zoom Video Communications platform"**

**Hours: 27.5 hours per week**

**Duration: October 2021 to March 31<sup>st</sup>, 2022 (with possibility of extension)**

**Remuneration: \$24.00 per hour**

**Number of Positions: 1**

#### **About the Organization:**

The Mennonite New Life Centre (MNLCT) is a vibrant, multi-cultural settlement agency for newcomers to Canada. The Centre provides a variety of settlement services, including language instruction, mental health supports and capacity building workshops, public education and bridging to employment. The Centre is a tech-forward charity that utilizes technology solutions to meet the needs of its stakeholders. As a result, several of our services and programs are delivered in a hybrid format, offering clients and participants to conference-in and to use a variety of online tools.

#### **About the position:**

The CNC Lead (Childminding Supervisor) is responsible for the design and implementation of safe, creative, engaging, supportive and stimulating curriculum for children, ages 6 months to 5 years, registered in the LINC/ Care for Newcomer Children Program. Weekly routine includes play time, physical activity, arts, music, snacks as well as rest time and online environment.

#### **Responsibilities (CNC Online format):**

- Responsible for all aspects of CNC Online, including curriculum, research, and selection of content
- Conduct research on specific topics and select content
- Design and implement curriculum
- Hosting or co-hosting Zoom connections
- Welcome, facilitate, help and problem solve to newcomer parents when joining CNC Online meetings
- Enroll parents and children who wish to participate in CNC online
- Keep attendance records to CNC Online meetings
- Under the Modified Service Delivery Plan the CNC Lead (Childminding Supervisor) position will provide Online services focusing on:
  - Supporting newcomer parents and children during the pandemic. (The MNLCT is not currently offering in-person services until further notice)
  - Delivering a series of regular live video communications to support newcomer families through lockdown and isolation
  - Offering creative entertaining, and enriching content for children and parents
  - Delivering 6 online presentations per week (Two 30-min connections each day on Tuesdays, Wednesdays, and Thursdays).

#### **Responsibilities (CNC in-person format):**

- In-person care will be re-established in the future, as soon as provincial, local health authorities and funders allow the Centre to resume services

- Design a safe, creative, engaging, supportive, culturally sensitive and stimulating daily routine for children registered in the program, including play time, physical activity, arts, crafts, music, as well as rest time and weekly snack menu
- Make sure the CNC Program is delivered in full compliance with “LINC Care for Newcomer Children Requirements”, behavior management policies, suspected sexual/physical abuse reporting policies, fire safety/emergency guidelines incident/ accident reporting and any other relevant policies and procedures
- Complete registration/ intake process by opening a file for each child enrolled
- Keep attendance records
- Ensure that children are always supervised and safe
- Supervise all Assistant Childminders. Always meet staff/ child ratios
- Ensure that new, supply staff and volunteers receive the required documentation, orientation, and training, prior to the commencement of their work
- Keep an up-to date list for supply CNC staff and up-to-date files for both supply and permanent staff
- Communicate with parents
- Purchase snacks, supplies and teaching materials
- Oversee the daily routine of the CNC program
- Respond sensitively to the cultural heritage and individual experience of each child
- Work with parents, applying a culturally sensitive approach, to identify the individual child’s personality and adjustment needs
- Receive training, learn, understand, and apply all MNLCT policies in relation to workplace safety, anti-discrimination, anti-harassment, anti-oppression.

#### **Qualifications and Skills for CNC in-person care and online format:**

- ECE Certificate (Minimum 2-year program)
- Minimum 2-year experience in a supervisory role
- Excellent command of English (speaking / writing)
- CPR / FA Certification
- Police Reference check (Vulnerable Sector)
- Up-to-date immunizations including TB Test and medical clearance in case of a positive test
- Knowledgeable and sensitive to family and children settlement needs
- Experience working in a multi-cultural environment
- Mindful of and experienced on safety issues
- Experience with the delivery of online curriculum using Zoom or Teams platforms
- Strong, documented experience in the areas of use of computer technology in general and the Zoom Video Communications Platforms in particular
- Problem solving and helping parents who are not familiar with computers and video communications
- Video production
- Creation of curriculum content and use of AV materials for infants to preschoolers
- Delivering entertaining and enriching activities online.



This is a contract position offering 27.5 hours per week, starting on September 2021, and ending March 31<sup>st</sup>, 2022, with possibility of extension. Remuneration: \$24.00/hour. Travel to MNLCT sites and/or employers' sites may be required based on need and when appropriate due to public health measures.

***The Mennonite New Life Centre of Toronto welcomes the opportunity to discuss accommodation and ensure fairness in our hiring process. Please let us know if you need specific arrangements. The Centre is committed to employment equity initiatives. We encourage applicants from the communities we serve and members of ethno-racial, aboriginal, immigrant, refugee, LGBT and disabled community groups to apply and self-identify. Internal and external candidates may apply.***

**Important information about COVID 19:**

The Mennonite New Life Centre of Toronto is currently offering a modified service delivery model that complies with provincial and local health authorities as well as funders' requirements. In this way, the Centre contributes to the health and safety of clients, students, children, volunteers, staff, and the community in general.

Apply by sending your resume and cover letter in a single MS Word or PDF document to Human Resources at [jobs@mnlct.org](mailto:jobs@mnlct.org) by October 1<sup>st</sup>, 2021. Please quote reference #CNCL2021 in the subject heading of your application. Please note that only candidates to be interviewed will be contacted.

For more information about the Mennonite New Life Centre visit [www.mnlct.org](http://www.mnlct.org)