



## **HUMAN RESOURCES DEVELOPMENT CANADA** **SUMMER STUDENT EMPLOYMENT PROGRAM**

**JOB TITLE:** CITYKIDS Program Assistant-Summer Student  
**DURATION:** Between May and August 2018 (12 weeks – 30hrs weekly)  
**PAY RATE:** \$15.00/ hr.  
**JOB LOCATION:** 32 Heath Street West– Toronto ON

---

*Since 1931 Mothercraft has been a leader in supporting healthy child development, working with our many community partners to meet the changing needs of families. We are committed to excellence, continually testing new concepts and ideas related to healthy child development. We are known for our ability to translate these critical research learnings into everything we do – from our high quality child care and enrichment programs, to our services for children and families with special needs, and specialized training programs for child care providers and other professionals. Mothercraft values diversity and strives to create an environment that is welcoming and inclusive.*

**Program:** CITYKIDS is a network of agencies working together to provide single point access, coordinated intake and service delivery to children with special needs and their families. We serve children from birth to 6 years of age, and children from 6 to 12 years of age attending childcare, who reside within the Greater Toronto Area.

**Position Description:** Reporting to CITYKIDS Service Navigator the successful candidate will review files, input information into a database; assist with administration of client intake and referrals; assist with program planning and evaluation processes; provide administrative support to CITYKIDS and other programs as needed; observe health and safety guidelines and adhere to Mothercraft and CITYKIDS policies and procedures. Other duties as assigned.

This position is partially funded by Human Resources and Skills Development Canada and the incumbent must meet the following criteria:

- be between 15 and 30 years of age at the start of employment
- have been registered as a full-time student in the previous academic year, and intend to return to school on a full-time basis in the next academic year
- be a Canadian citizen, permanent resident, or have official refugee protection status under the Immigration and Refugee Protection Act
- be legally entitled to work in Canada, according to relevant Provincial/territorial legislation and regulations.

**Qualifications:** The successful candidate must have completed the **3rd year of a degree program in Special Needs Resourcing or Early Childhood Education** in college or university. He/she must have excellent verbal and written communication skills, be organized, detail oriented and have excellent interpersonal skills. Working knowledge of MS Office Suite is required, as well as experience in office administration. Previous experience with children who have special needs is an asset. **Only applicants currently taking the requested main fields of study will be considered for this position.**

Qualified individuals are invited to submit their application via email below **by May 25<sup>th</sup>, 2018**. Applicants should type or copy and paste only the following in the subject line: **“CITYKIDS Program Assistant - Summer Student Employment.”**

HR Department  
FAX: 416-920-8883  
EMAIL: [careers@mothercraft.org](mailto:careers@mothercraft.org)

We thank all applicants for their interest. Only short listed candidates will be contacted.

*As part of our ongoing commitment to the Accessibility for Ontarians with Disabilities Act, Mothercraft will provide assistance to applicants who request accommodation throughout the recruitment process.*