

Family Place Lead

Job Overview

The **Family Place Lead** is responsible for promoting all family programs, building partnerships, and coordinating, delivering and supervising Family programs in the Mosaic Family Place under the direction of the Care for Newcome Children (CNC) Short-term Coordinator.

Responsibilities:

1. Establish and maintain a safe, healthy, and nurturing learning environment for families
2. Promote, plan, organize and facilitate programs in the Family Place
3. Recruit participants to Mosaic's Family Place
4. Plan, organize, and facilitate developmentally appropriate parent and child together activities
5. Model and engage in positive active play with parents and children
6. Provide services to individuals and families utilizing the center.
7. Ensure toys and materials are in good condition through regular cleaning, sanitization, and organization.
8. Prepare snacks, set up room and maintain cleanliness of the Family Place as directed by the CNC Short-term Coordinator
9. Provide presentations and workshops for potential partner agencies as assigned
10. Train and supervise Family Place Volunteers
11. Attend the building committee meeting at Knox, and other family program teams meetings
12. Collect iCARE client information forms, attendance, program evaluations, CNC registrations, and other forms as requested by the CNC Short-term Co-ordinator
13. Submit participant attendance electronically
14. Adhere to all Mosaic privacy and confidentiality policies and procedures

Qualifications:

1. Valid Manitoba Early Childhood Educator (ECE) II classification
2. Minimum 3 years' experience in an early year related field, preferably in a non-profit and volunteer-based organization
3. Strong planning, communication, organizational and presentation skills
4. Demonstrates flexibility and can adapt to ongoing changes to the environment
5. Ability to model enthusiasm, and encourages wonder and curiosity in children
6. Ability to play, interact, and work with active young children
7. Demonstrates interest, involvement and knowledge of community resources and programs
8. Fluent in English (French and other languages considered an asset)
9. Ability to work independently and in a team setting in a multicultural environment
10. Ability to prioritize, multitask and support other staff as needed
11. Proficiency in Microsoft 365 including Word, Excel, Outlook, PowerPoint and Teams
12. Food Handler's Certificate is considered an asset
13. Valid Standard First Aid and Level "C" CPR

➤ Candidate must be legally entitled to work in Canada.

- The Selected candidate will be required to undergo a criminal record check with vulnerable sector check, and Child Abuse Registry Check.

Position Details:

- **Job type:** Full-time, permanent position.
 - The program follows the public-school schedule and there are three unpaid breaks:
 - **Winter break** (Approximately three weeks)
 - **Spring break** (1 week), and
 - **Summer break** (Approximately two months)
- **Job schedule:** Monday to Friday, 35 hours a week.
- **Job location:** Mosaic Family Place (Knox United Church, 406 Edmonton Street), Mosaic's program sites, and surrounding communities
- **Hourly rate:** \$23.61 (probation rate) + 4% vacation pay.
- This position is eligible for group extended benefits including health and dental coverage, employee assistance program and optional RRSP matching program after successful completion of probationary period (6-month).

Mosaic offers a family friendly, positive work environment that highly values employee contributions and collaborative processes.

Mosaic is committed to achieving employment equity and values diversity within the workplace, and therefore encourages applicants who are indigenous, racially marginalized, newcomers, 2SLGBTQIA+, women, visible minorities, and persons with a disability to self-declare in their cover letter.

How to Apply:

- **Deadline to apply: This position will remain opened until it has been filled.**

Please email your resume and cover letter detailing how your qualifications fit this position and why you would like to work at Mosaic to:

Maisa'a Haj Ahmad, MAhmad@mosaicnet.ca

We thank all applicants for their interest; however, only short-listed candidates will be contacted for an interview. If you require accommodations at any stage of the hiring process (including formats of materials, accessible meeting rooms, or other accommodations), please let us know and we will work with you to meet your needs.