



## Early Childhood Education (ECE) Assistant—Summer Position

Kingston Literacy & Skills (KL&S) is a non-profit community organization. With professional, knowledgeable staff and dedicated volunteers, we deliver English language training to newcomer adults and provide onsite childcare through the Care for Newcomer Children (CNC) program.

Do you have a passion for Early Childhood Education and for building strong, diverse communities? If you want to work with a great team that strives to empower newcomer families, then consider a summer position with KL&S. Our CNC program is looking for an Early Childhood Education Assistant for Summer 2024. The CNC supports up to 13 children, aged 19 months to 5 years, and creates an environment to support social and emotional development as well as early language and literacy and fine and gross motor skills.

As an ECE Assistant you will be responsible to:

- Work with experienced CNC staff to supervise children, create learning experiences, and maintain a safe play and learning environment
- Help supervise indoor and outdoor play, assist in snack and meal preparation, select activities for daily engagement, and support children in developing healthy personal habits like handwashing, nutrition, and socialization
- Support English language acquisition for newcomer children through literacy games, songs, and activities

### Qualifications

- The following are *required* for the ECE Assistant--Summer 2024 position:
  - Candidates must be between the ages of 15 and 30 at the start of employment. Candidates DO NOT need to be a current student.
  - Canadian citizenship, permanent residency, or refugee protection under the Immigration and Refugee Protection Act, and legal entitlement to work according to the relevant provincial/territorial legislation and regulations
  - Clear criminal records check (CPIC) with vulnerable sector (reimbursable by KL&S)
  - Deep respect for multiculturalism and supporting children with traumatic and/ transitional life situations
  - Ability to stand for prolonged periods of time and ability to lift up to 25 pounds
  - Previous experience supervising toddlers and pre-school aged children in any environment
  - Patience, adaptability, and creativity
- The following are an *asset* for the Skills Instructor position:
  - Has or is working toward a post-secondary degree or diploma in Early Childhood Education, Education, Human Development, Social Services, or equivalent related experience
  - Lived experience as a newcomer to Canada and/or bilingualism
  - Current First Aid CPR certification (KL&S will fund CPR training for the successful candidate if they do not already hold certification)
  - Previous experience and/or training in food service and safe food handling, health and safety, and cultural sensitivity

This position is funded by the Canada Summer Jobs Program. All candidates must meet qualifications of this program to qualify for employment. Candidates who identify as Black or other racialized youth, Indigenous, 2SLGBTQIA+, or a person with a disability are encouraged to apply.

The Canada Summer Jobs Program (CSJP) is a program under the Youth Employment and Skills Strategy, which aims to provide flexible and holistic services to help all young Canadians develop the skills and gain paid work experience to successfully transition into the labour market.

Hours and Salary: 30 hours/week @ \$18.55/hour + 4% vacation. Hours of work are 8:30am to 3:30pm, Monday through Thursday, 8:30am-12:30pm Friday. This is an in-person position located in Kingston, Ontario.

Summer position for 9 weeks. Starting dates is on or before June 14, 2024.

Successful candidates may be considered for a continuing position within KL&S at the end of the summer contract.

How to Apply:

Interested candidates should submit a **cover letter and resume** by May 3, 2023 to Christianne Wojcik, Executive Director, at [cwojick@klsread.ca](mailto:cwojick@klsread.ca).

**Website:** [www.klsread.ca](http://www.klsread.ca)

KL&S hires on the basis of merit and is strongly committed to equity and diversity within its community. We welcome applications from racialized persons/visible minorities, women, Indigenous persons, persons with disabilities, ethnic minorities, and persons of minority sexual orientations and gender identities, as well as from all qualified candidates with the skills and knowledge to productively engage with diverse communities.

If you are contacted to participate in the recruitment, selection and/or assessment process, please advise the interview coordinator of any accommodations needed with respect to any materials or processes used to ensure you have access to a fair and equitable process. Alternate formats will be provided upon request throughout the recruitment and selection process. If you require accommodation in order to participate as a candidate in the recruitment.

Thank you to all applicants for their interest in KL&S. However, only those selected for an interview will be contacted.