



AVM Morfee Centre | PO Box / C.P. 582 | Greenwood, NS (N.-É.) | B0P 1N0
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Position Title: Program Support Worker

Location: Greenwood, Nova Scotia

Type: Full-time; Term Position

Reports to: Childcare Programs Director

Salary: 18.00/hour

Start date: November 4, 2024

End date: May 2, 2025

Working conditions: 37.5 hours / week

THE OPPORTUNITY

Are you passionate about creating an inclusive, nurturing, and engaging early learning environment for children aged 3 months to 12 years? If so, this Program Support Worker position may be perfect for you! This role allows you to support each child's individual growth and learning needs.

ABOUT THE ORGANIZATION

Across Canada, there are 32 Military Family Resource Centres (MFRCs) that were established to meet the unique needs of military families and provide them with the support they require. The Greenwood MFRC (GMFRC) delivers a broad range of programs and services including mental health support, childcare, and educational and social programming for adult, youth, and children.

KEY RESPONSIBILITIES

- Provide extra program support as identified by the Director.
- Provide coverage for Early Childhood Educator (ECE) leave.
- Ensure confidentiality in working with families.
- Create a nurturing and inclusive early learning environment.
- Work collaboratively within a team to provide inclusive programming.
- To promote diversity, inclusion and acceptance incorporating aspects supportive of the military family lifestyle.
- Ability to work positively and productively within a team and relate well to children, parents, and coworkers.
- Performs other related duties as required.

REQUIRED EXPERIENCE/QUALIFICATIONS

- High school diploma
- First Aid & CPR Certification (Level C)
- Willingness to complete Orientation for Staff working in Licensed Childcare Facilities.
- Prepared to work in a moderately noisy environment.

- Must be able to work outdoors in all types of weather conditions.
- Physical requirements include standing, lifting, bending, and sitting.
- Child Abuse Registry, Criminal Record Check & Vulnerable Sector Check is required.
- Exceptional interpersonal skills with demonstrated commitment to teamwork and collaboration.
- Flexible and adaptable, ready to meet the changing needs of the Centre and its community.
- Excellent written and verbal communication skills.
- Willing to work flexible hours and perform other duties as assigned.
- Proficiency in English is required, and French is an asset.

APPLICATION INSTRUCTIONS

Please submit cover letter and resumes to the attention of: Brenda Virtue-Ellis, Childcare Programs Director, Greenwood Military Family Resource Centre at brenda.virtue-ellis@forces.gc.ca no later than 4 p.m. on October 25, 2024.