



Orléans-Cumberland Community Resource Centre
Centre de ressources communautaires Orléans-Cumberland
240 boul. Centrum Blvd. #105, Orléans, ON K1E 3J4
613-830-4357 | crcoc.ca

Bilingual Family Resource Worker Assistant (student position) - EarlyON Child and Family Centre

Hourly Wage: \$19.20 / hour

Hours: Temporary 30 hours/week (including Saturdays) 8-week contract
(July & August 2025)

Reporting to: Family Resource Worker

About Orléans-Cumberland Community Resource Centre

Join the Orléans-Cumberland Community Resource Centre (OCCRC) for more than a job! If you're seeking a fulfilling career, look no further than the OCCRC, located on the unceded Algonquin territory of the Anishinaabe.

Here's why you should join us:

Meaningful Mission: The OCCRC is more than an organization - we're a community. Our mission is to empower individuals to reach their full potential, offering comprehensive services that address physical, emotional, social, economic, and psychological needs. Join us to make a real impact on lives.

Rich Heritage: Proudly rooted in Orléans-Cumberland, we honour the area's culture while respecting its land. Joining the OCCRC means embracing and celebrating our unique heritage and values.

Core Values: Inclusive, responsive, compassionate, accountable, and community-centric. Become part of a supportive, inclusive team where you are valued.

Professional Growth: The OCCRC promotes opportunities for growth and development.

Community-Centered: Our community's success is ours. Join the OCCRC to engage with the community, form connections, and create a tangible impact.

If you seek a career with a passionate, mission-driven team valuing respect, diversity, and empowerment, consider the OCCRC. Together, we'll build a brighter future.

Job Summary

EarlyON Child and Family Centres offer free, high-quality indoor, outdoor and virtual programs for families and children from birth to 6 years old. Reporting to the Family Resource Workers, the Assistant will support the needs of parents/caregivers and their children by assisting with playgroups, baby groups and the toy lending library. Parent/child drop-ins are offered at our main site at 240 Centrum Blvd., R.J. Kennedy Arena in Cumberland, and outdoor parks.

Job-specific responsibilities

- Assist with setting up programs in an environment that fosters positive learning for children up to 6 years.
 - Provide children, families and caregivers with opportunities to meet and make connections.
 - Assist with designing play-based learning experiences that are fun and engaging.
 - Engage in caring and respectful interactions with children, families and caregivers.
 - Participate, assist and eventually lead various programming activities.
 - Develop and implement programming activities, such as art, sensory and other learning activities.
 - Participate in EarlyON outreach activities.
 - Assist with Toy lending library.
 - Complete administrative (data entry, research and resource information) and programming duties such as setting up room, cleaning and disinfecting.
 - Create social media content.
 - Perform other related duties.
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Required Experience

- Must be between 15 and 30 years old (inclusive at the start of employment);
- Must be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act and is legally entitled to work according to the relevant provincial/territorial legislation and regulations. International students are not eligible. Recent immigrants are eligible if they are Canadian Citizens or permanent residents;
- Experience working with young children (birth to 6), parents and caregivers;
- Knowledge of early childhood development and parenting;
- Demonstrates flexibility, a sense of organization and initiative;
- Good communication and interpersonal skills;
- Good knowledge of community resources;

- Ethno-cultural diversity experience is an asset;
 - Egalitarian philosophy and non-judgmental attitude (e.g. gender, culture, race, sexual orientation, religion and other);
 - Ability to work effectively in a team;
 - Knowledge of computer systems, including Microsoft Office;
 - Access to a vehicle is considered an asset;
 - **Oral and written fluency in English and French is essential;**
 - Additional language skills are considered an asset.
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Application Process

Please send your resume to Gabrielle Caron before **8:00 a.m. Monday, May 26th, 2025.**

Address: Orléans-Cumberland Community Resource Centre
105-240 Centrum Blvd. Orléans, ON K1E 3J4

Email: recruitment@[crcoc.ca](mailto:recruitment@crcoc.ca)

Equal Opportunity Employer

The OCCRC is committed to including equity and diversity in its practice by being responsive to individuals' needs and delivering equitable outcomes for all, regardless of their Indigenous status, race, colour, culture, ethnicity, language/linguistic origins, ability, socio-economic class, age, ancestry, nationality, religion or faith, sex, gender (identity & expression), sexuality, sexual orientation, mental or physical condition, family status, residency/migration status in Canada and all other forms of oppression that a person may experience.

The OCCRC is an equal opportunity employer that values the diversity of individuals in our programs and services. If you require accommodation at any stage in the selection process, please let us know the nature of the accommodation.

We want to thank all those who have submitted a job application in advance. Only those selected for an interview will be contacted.