

Orléans-Cumberland
Community
Resource Centre



Centre de ressources
communautaires
Orléans-Cumberland

Bilingual Family Resource Worker

Full-time – Permanent

Hourly Wage: \$26.81 - \$32.27

Hours: 5 days/week (35 hours) – Alternating Saturday mornings and one weekday evening.

About Orléans-Cumberland Community Resource Centre

Do you love collaborating as part of a dedicated, high performing team to directly impact and strengthen Orléans-Cumberland communities? Do you want to feel a sense of belonging where your voice will be heard? The OCCRC is more than an organization – we are an active member with a concrete impact in the community we serve!

We are a bilingual non-profit organization committed to strengthening Orléans-Cumberland communities by providing a wide variety of free programs and services supporting individuals to achieve their full potential. We are friendly, welcoming, inclusive, empathetic and non-judgmental. We provide sector competitive compensation and benefits, coaching and support to realize your full potential, and the space for you to maintain a work-life balance.

About you

You are energized by our vision and feel a deep connection to our mission and values. You naturally empower and inspire others to reach their full potential and are a passionate advocate for individual and community well-being. You are someone who strives for continuous improvement in all that you do, and you actively look for opportunities to strengthen your skills, invest in your own growth and development, and embrace change.

You foster an environment that is inclusive and open-minded, nurturing genuine connections, celebrating differences and embracing diversity. You listen deeply, communicate openly and transparently and welcome feedback.

What you will do and the value you will add

Drawing on your experience, you will offer a range of services designed to support people in their efforts to improve their quality of life.

As a member of a multidisciplinary team, you will provide free, high-quality indoor, outdoor and virtual programs for families with children from birth to 6 years old. You will support the needs of parents/caregivers and their children by leading and coordinating playgroups, baby groups, a toy lending library, and parenting workshops. You will offer parent/child drop-ins at our main site in Orléans, in rural communities of Navan and Cumberland, at outdoor parks, and other surrounding areas.

Key responsibilities

- Plan, coordinate and set up programs in an environment that fosters positive learning for children aged 0 to 6.
- Provide children, families, and caregivers with opportunities to meet and make connections.
- Design play-based learning experiences that are fun and engaging while building responsive adult-child relationships supported by the "How Does Learning Happen?" Ontario's Pedagogy for the Early Years.
- Engage in caring and respectful interactions with children, families and caregivers.
- Work with families or caregivers to identify concerns and opportunities related to child development.
- Information sharing on child development.
- Provide information or referrals to specialized programs and services within the community.
- Manage a Toy Lending Library.
- Facilitate connections with community-based services.

Job Requirement

- Post-Secondary Education Diploma in Early Childhood Education
- Registered as an Early Childhood Educator
- Three years of work experience with children (birth to 6 years), parents and caregivers
- Certificate in General First Aid and CPR
- Excellent knowledge of child development and Ontario's pedagogy for the Early Years
- Experience working with neurodivergent children
- Good knowledge of early childhood resources and community liaison experience
- Applies an anti-racism lens to programming
- Fluency in French and English
 - Additional language abilities are an asset

Skills And Attributes for Success

- Dependable and reliable
- Able to work independently with sound judgment and resourcefulness
- Action-oriented, self-starter
- Highly collaborative
- Excellent prioritization and time management skills
- Demonstrates flexibility, organization and a sense of initiative
- Excellent interpersonal communication skills
- Ability to apply an equity, diversity and inclusion lens
- Ability to identify and meet the needs of diverse communities in Orléans-Cumberland
- Ability to work in a multidisciplinary team Team player and willing to step up when needed
- Ability to handle sensitive and confidential information
- Embrace change and organizational evolution
- Good computer skills

Application Process

Please submit your application before **11:59pm Sunday, December 14, 2025.**

Email cover letter along with your resume to: recruitment@croc.ca

Equal Opportunity Employer

The OCCRC is an equal opportunity employer, committed to including equity and diversity in its practice by being responsive to individuals' needs and delivering equitable outcomes for all. We value all experience including experience gained abroad. 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.