Canada Summer Jobs

Child Development Resource Connection Peel engages, connects, and empowers the community through information, resources, learning opportunities and services that promote quality family life.

POSITION: Resource Library Support

REPORTS TO: Manager, Quality Initiatives

Position Profile:

The student will be responsible in assisting with the operations of The Resource Centre, where individuals have access to equipment, materials and resources to support children's development and individuals with developmental disabilities. The student will assist in developing resource kits, data entries into the database, supporting resource members (parents, educators and social service agency representatives) and maintaining resources that are available through the resource library. Additionally, the student will participate in meetings and other duties related to the role.

Term: 35 hours a week/ 8 weeks (please note that the applicant must be between the ages of 15 to 30).

Position available as of: June 10th, 2019

Qualifications & Skills:

The applicant must be between the ages 15-30 years and legally entitled to work, as per requirement of project funder of Canada Summer Jobs.

- Educational background in Early Childhood Education, Education, Social Work, Human Services or related field is required
- Knowledge of CDRCP and its services
- Teamwork skills
- Administrative skills
- Demonstrate Positive Attitude and Behaviour
- Adaptability

Application Process:

A resume and covering letter referencing the job title should be received by Friday, May 31st, and directed to:

Name: Dorcas Awoniyi, Communications Coordinator
E-mail: dorcas@cdrcp.com

No phone calls please. We thank all applicants for their interest however we will contact only those candidates selected for interview.