

Program Facilitator - Part Time

Job Posting

About us: Malvern Family Resource Centre (MFRC) is an essential and trusted Community Hub that connects, engages, and takes collaborative action in supporting our communities to thrive. We use our public spaces, and our deep and authentic connections, to bring people together with a focus on those that need us the most. Each year, MFRC provides impactful, holistic, and highly accessible programs and services to several thousand children, youth, families, women, newcomers, and seniors. MFRC has recently launched a new strategic plan, A Place Where You Belong.

Role Summary: As a Program Facilitator, you will coordinate and deliver diverse activities and programs that promote physical health, nutrition, social skills, academic support, and overall well-being for children in kindergarten to Grade 6.

Duties and Responsibilities:

- Create and deliver engaging programs for ages 4 to 12 that address the diverse needs of children, including physical activities, academic support, healthy eating, and wellness education.
 - Ensure that all program plans adhere to organizational guidelines and are executed consistently and effectively.
 - Deliver programs using the HIGH FIVE® Principles of Healthy Child Development
 - Model HIGH FIVE® behaviours and support a child-focused environment
 - Contribute to leader appraisal processes to support quality and continuous improvement
 - Participate in training sessions, meetings, and workshops to stay updated on best practices and address program challenges.
 - Build and maintain positive relationships with schools, community members, parents, and other stakeholders to facilitate smooth program operations.
 - Conduct evaluations and assessments to continuously improve program effectiveness.
 - Work with partner agencies and volunteers to enhance the range of activities offered.
 - Address and manage challenging behaviors and complex needs of children.
-

Connect. Belong. Thrive.

- Collaborate with the Coordinator and Manager to support children, youth, and families, particularly those facing challenges.
- Ensure the program space is clean, welcoming, and inclusive.
- Assist in organizing special events and fundraising initiatives related to the program.
- Register participants, maintain attendance records, and ensure accurate documentation.
- Perform other duties as assigned by the coordinator or manager.

Necessary Skills/Qualifications and Other Requirements:

- Experience or education in social services, education, or community development, with a focus on supporting children and youth in recreation, education, or nutrition (preferred).
- Experience working with children ages 4–12
- Knowledge of child development best practices
- HIGH FIVE® PHCD and/or HIGH FIVE® Sport Certification, required prior to start date or willingness to complete upon hire
- Food Handling Certificate
- Standard First Aid and CPR certification
- Experience in conflict resolution and problem-solving.
- Effective verbal and written communication skills.
- Capability to work effectively in a team setting.
- Prioritization of the safety and well-being of program participants.
- Capability to comply with policies regarding confidentiality, privacy, and record-keeping.
- Flexibility and adaptability to accommodate ongoing program changes.
- A clear Vulnerable Sector Screen is required for individuals over 18 years of age.

Terms of Employment

- **Contract Period:** September 2026 to June 2027
- **Hours:** 15 hours per week
- **Schedule:** Must be available three to five days per week
- **Compensation:** \$19.00 per hour

Connect. Belong. Thrive.

90 Littles Road, Scarborough

Phone: 416 284 4184

www.mfrc.org



How to Apply

Please submit your cover letter and resume (PDF format) by email to [\[KKnight@mfrc.org\]](mailto:KKnight@mfrc.org) (Kacy Knight, Middle Years Program Coordinator).

Email Subject Line:

FirstName_LastName_[Position Title]

Applications will be reviewed on a rolling basis. Only candidates selected for an interview will be contacted.

MFRC is an equal opportunities employer. We embrace diversity and are committed to becoming an anti-racist organization. Our goal is to attract and retain highly talented employees from diverse backgrounds, allowing the Malvern community to benefit from a wide variety of experiences and perspectives that will shape our programs and services.

At MFRC, we understand that traditional hiring processes create barriers for individuals from underrepresented communities. We encourage talented individuals from diverse backgrounds to apply for positions within our organization, even if they do not meet all the listed requirements. We believe that qualifications extend beyond technical skills and academic achievements. We value the potential, passion, and diverse perspectives that individuals from different backgrounds can bring to our team.

If you are contacted by MFRC regarding this job opportunity and need accommodation through the hiring process, we would be happy to accommodate you.

Finally, figuring out where you want to work is a big decision, and we want you to have the opportunity to do your due diligence. We will welcome questions during the recruitment process; you can also expect to talk to current staff about their employment experiences and check the references of your planned supervisor.

Connect. Belong. Thrive.

Registered Charitable Organization No. 107658395RR0001