



External Posting EarlyON Facilitator – 2 Vacancies

Posting Date: Wednesday, November 21, 2018

Closing Date: Wednesday, November 28, 2018 @ 12:00 NOON

Wage: \$ 22.72 - \$ 24.92 per hour

Classification: CUPE Inside Union, Class 4

As the District continues to grow and evolve, we have had an opportunity come available for **two (2) permanent, part-time EarlyON Facilitators**. The EarlyON Facilitator is responsible for delivering Ontario Early Years Child and Family Centre (OEYCFC) programs within various Muskoka communities by providing play-based learning opportunities, promoting family engagement and providing information on community resources.

The PPT EarlyON Facilitators may work up to 17.5 hours per week (0.5 FTE). These jobs work in non-standardized work environments and may work outside regular business hours, including evenings and split shifts.

Responsibilities of the EarlyON Facilitator will include, but not be limited to:

- Deliver OEYCFC programs including opening & closing locations, set up learning environments, interact with children & families & complete administrative tasks, such as inventory maintenance, record supplies & maintain records.
- Assist in the development & preparation of program materials, activities & meals, including development of meal plans for dinner programs.
- Foster a safe and welcoming environment for children and families, and model positive adult/child relationships and interactions.
- Prepare program materials and activities according to established program plans.
- Compile pedagogical documentation in order to value, discuss and make learning visible for families and caregivers.
- Work with Managers to create interactive play-based learning environments and ensure compliance with the Quality Improvement program.
- Maintain catalogue of community resources and assist families in making connections to appropriate community services for their needs.
- Work collaboratively with team members and participate in team meetings and staff training.
- Clean, launder and maintain toys, linens and equipment in line with established procedures.

The skills, experience and qualifications we are seeking for this job include:

- Successful completion of a two (2) year college diploma in Early Childhood Education, or equivalent – all applicants must be registered members, in good standing, with the College of Early Childhood Educators (RECE)
- Two (2) years' experience working with children and families in an early learning setting.
- Functional knowledge of early child development, pedagogy and local resources.
- Standard First Aid with CPR C is required, as is a satisfactory Criminal Reference Check and Vulnerable Sector screening.
- Safe Food Handling Certificate, an asset.
- Valid Ontario Driver's license and ability to travel throughout the Muskoka region for work related purposes

We would expect that the successful incumbent in this position has impeccable people skills and a demonstrated ability to communicate effectively and courteously with children and families.

If you have the necessary skills, experience and qualifications, please review the **“How to Apply”** instructions on our website before submitting your application.

The District Municipality of Muskoka is committed to meeting its obligations under the *Ontario Human Rights Code* and the *Accessibility for Ontarians with Disabilities Act*. If you require disability related accommodation to participate in the recruitment process, please advise the Human Resources department as soon as possible. Accommodation may be provided in all steps of the hiring process.

Any questions regarding this posting should be directed to the Human Resources Department.