

JOB DESCRIPTION EarlyON Facilitator

Department:	Community Services	Reports to:	Manager, Early Years Programs
Effective Date:	September 2017	Supersedes:	NEW
Classification:	CUPE Inside Union, Class 4	Job Evaluation Date:	(pre-evaluation)

SUMMARY:

Responsible for delivering Ontario Early Years Child and Family Centre (OEYCFC) programs by providing play-based learning opportunities, promoting family engagement and providing information on community resources.

MAJOR RESPONSIBILITIES (not limited to):

- Deliver OEYCFC programs including opening and closing locations, setting up learning environments, interacting with children and families and completing some administrative tasks, such as inventory maintenance, recording supplies required and maintaining accurate registration records.
- Assist in the development and preparation of program materials, activities and meals, including helping to develop meal plans for dinner programs.
- Foster a safe and welcoming environment for children and families.
- Model positive adult/child relationships and interactions.
- Collect participant registration and feedback.
- 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 Manager 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.
- Work safely and in compliance with relevant statutes and regulations and within the safe work procedures and directives as established by the District.
- Clean, launder and maintain toys, linens and equipment in line with established procedures.
- Related duties as assigned.

EDUCATION, EXPERIENCE & QUALIFICATIONS:

- Successful completion of a two (2) year college diploma in Early Childhood Education, or equivalent
- Registered member 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.
- Demonstrated ability to communicate effectively and courteously with children and families.
- Standard First Aid with CPR C is required.
- Satisfactory Criminal Reference Check and Vulnerable Sector screening is required.
- Safe Food Handling Certificate, an asset.
- Ability to work in non-standardized work environments and outside regular business hours
- Valid Ontario Driver's license and ability to travel throughout the Muskoka region for work related purposes