

POSITION DESCRIPTION

POSITION: Program Facilitator

REPORTS TO: EarlyON Supervisor

Position Profile:

[Adhere to CDRCP Values](#) – refer to document

Major Deliverables:

The Program Facilitator:

- As part of the EarlyON team, the Program Facilitator is responsible for creating learning opportunities for in-centre, outdoors and virtual programs that reflect effective practices; facilitating developmentally responsive and interactive programs with parents/caregivers and their children up to the age of 6 years and providing relevant information and referrals to families. Is accountable to all organizational and program policies and procedures

Job Duties:

Policies and Procedures – refer to documents in SharePoint

Administrative:

- Welcoming families each visit and maintaining programs attendance records, conducting orientations with new families; providing and documenting referrals; data entry of participants and outreach efforts; responding to voicemail and e-mail messages including but not limited to Microsoft Teams/ or any other internal software's used for communications
- Participates in the evaluation of the program

Programs:

- Participates as a member of the EarlyON staff team
- Promotes programs and services through outreach efforts, including creating social media content and posts i.e. video reels
- Facilitates in-centre, outdoor/park and on-line programs in line with health and safety guidelines
- Ensures all programs are accessible, appropriate and safe
- Engage families as unique, capable, and competent individuals
- Provides programs in a professional and efficient manner in accordance with How Does Learning Happen and family focused principles
- Engages families in early learning programs and activities

- Sets up environments/programs to reflect effective practices, and are inclusive, accessible, appropriate and safe
- Deliver consistent, intentional (responsive, inquiry-based) programs that support learning in all areas of development (social, emotional, communication, language and literacy, cognitive and physical) based on effective practice (child development, brain development, attachment, self-regulation)
- Interacts with children and their parents/caregivers during play and inquiry based learning
- Models appropriate child/adult interactions
- Engages parents/caregivers in discussions regarding their child's development and learning
- Communicate purpose and learning opportunities of activities with parents/caregivers related to child development, play and inquiry based learning
- Utilize a variety of strategies to support parents/caregivers as their child's first teacher: modeling, active listening, observing, inquiry, demonstrating and guiding
- Provide strategies to the parent for use at home and the centre
- Facilitates parent discussions and workshops and provides child minding
- Provides families/caregivers with information based on all aspects of childhood questions and concerns through evidence-based, relevant and current resources
- Supports families/caregivers by providing agency referrals and contact information
- Undertakes necessary housekeeping duties such as cleaning and disinfecting toys, washing equipment, laundry and preparation of snacks
- Ensures physical site, equipment and supplies are available and maintained properly

Partners/Outreach:

- Develops and maintains active and effective communication and information networks within the community
- Work with community partners to develop appropriate and responsive programming
- Welcomes and engages partners to enhance service for families
- Mentors students and volunteers
- Promotes programs and services in the community

Skill Building:

- Attends staff meetings and professional learning opportunities

Knowledge Management, Skills and Abilities

- Visionary thinker
- Exercising effective practices in outreach, communications and marketing efforts
- Broad knowledge in early learning, child development and family supports
- Committed to excellence in community capacity building and family practices
- Sound knowledge of all relevant legislation including standards, policies, procedures and guidelines
- Excellent oral and written communication and presentation skills to represent the interests of CDRCP both internally and externally

Approved 2003

Revised August 2021

- Strong facilitation skills of adults with children, through play, programs and discussions
- Strong analytical, problem solving, negotiation, conflict resolution and organizational skills in order to effectively address needs
- Sound technical, and communications skills
- Respect confidentiality

Accountability

- Participate in service planning, support team members, comply with standards, CDRCP policies and procedures and College of ECE Code of Ethics and Standards of Practice
- Maintains effective health and safety practices, role models effective practices and adheres to policies and procedures, maintains all health and safety standards, including but not limited to the infectious disease directives and procedures, sanitation of work stations and common areas in the office as per protocols

Physical Effort/Environment:

- With supporting the team, the incumbent would engage with families in person outdoors, in centre and virtually
- When in person the incumbent would be on the floor at sites with families, organizes and cleans the materials and environment, and moves and lifts learning materials and boxes
- Being with families, there is exposure to many people coming and going and children's noises
- The incumbent will be expected to travel across all the territory that CDRCP covers and to travel outside Peel to complete some job responsibilities
- The ability to drive and move frequently from one location to another is required
- This position includes physical demands, including lifting, bending, setting up learning environment and moving learning materials, tables and chairs
- Assembles learning materials and as needed
- Works with interruptions during busy centre and outdoor programs
- The position requires effective use of current technology, a computer and other standard office equipment
- Some programs may be offered virtually, therefore incumbent facilitate programs on line with camera on, following effective practices
- The incumbent may be required to work remotely, and should maintain working standards in line with all relevant policies or procedures issued by CDRCP
- The need to multi task a number of shifting priorities and the need to achieve the best possible outcomes in short time frames
- There may also be exposure to various weather conditions with outdoor programs
- Maintain all work standards and support staff with regards to environment regardless of work site and/or virtual platforms accessed in a given shift
- Required to follow guidelines and directives regarding infectious disease

control

- The incumbent is required to maintain all health and safety standards within the workplace, including but not limited to adequate sanitation of work stations and common areas in the office
- Must abide by the Occupational Health & Safety rules & regulations: Region of Peel Public Health Guidelines and directives and CDRCP policies and procedures

Problem Solving/Decision Making:

- The incumbent works under the direction of the EarlyON Supervisor, Manager and Executive Director
- Complexity of the decision-making considered within the context of balancing being responsive to the current and emerging community needs, engaging key partners and managing outreach plan, trends and research
- The incumbent will deal tactfully and effectively with the public and community agencies and maintain good public relations
- Maintain cooperative working relationships with other staff, students and volunteers

Qualification

- Post-secondary education in Early Childhood Education (ECE) and registered with the College of ECE's in good standing
- Knowledge of child development and community resources
- Knowledge and experience of video conferencing technologies
- Knowledge and experience in parent education an asset
- Minimal 1 year experience working directly with families and children birth-6 years
- Excellent organizational skills, computer, customer service, interpersonal skills and ability to handle a wide range of responsibilities at the same time through effective prioritizing and time management skills
- Multi-cultural sensitivity including ability to communicate in a culturally appropriate manner
- Skilled at collaboration while working remotely
- Ability to work flexible working hours
- Ability to work independently and in a team environment
- Ability to speak languages known in the community would be an asset
- Current 1st Aid & CPR Certificate
- Possess up to date immunization record as required by Child Care and Early Years Act
- Acceptable Criminal Reference Check Possession of a valid Driver's License, and a safe driving record and access to independent transportation

Job responsibilities are subject to change under the direction or assignment of the Executive Director.