

JOB POSTING

Are you seeking rewarding work? Do you want to add value to your community? CDRCP is currently seeking a visionary thinker that is positive and self-motivated. Come join our team of passionate difference makers!

ABOUT THE ROLE:

Position: Program Facilitator

Work Hours/ Week: - 21- 26 hours weekly (Monday – Friday, occasional evenings, and weekends, on-site)

Location: – Multiple sites

Available: Immediately

Reports To: Supervisor, EarlyON

Position Profile:

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.

Adhere to CDRCP's Guiding Values

Job Duties:

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

CDRCP offers competitive benefits to qualifying positions, learning opportunities and a chance to work on a team of dedicated professionals.

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 1year 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 Chief Executive Officer

HOW TO APPLY:

Please send your resume and cover letter through Indeed or email them to hemantika@cdrpc.com using the subject line "EarlyON Facilitator – 21-26 hours". Applicants that are selected to move forward in the application process will be contacted by email.

To learn more about CDRCP please visit www.cdrpc.com.

CDRCP is committed to ensuring that employment decisions are made equitably, and that employment barriers are eliminated in accordance with the Human Rights Code and the Accessibility for Ontarians with Disabilities Act. Employment decisions are made based on experience, skills, attributes and qualifications. Candidates that require accommodation during the application process are encouraged to contact the Hiring Manager at CDRCP.