



*South London Neighbourhood Resource Centre
Families First CAPC*

EarlyON Assistant Program Facilitator

Report to:

The EarlyON Assistant Program Facilitator will be an employee of the South London Neighbourhood Resource Centre (SLNRC). The EarlyON Assistant Program Facilitator will work mainly out of Family Centre Westminster. Day-to-day supervision/consultation will be provided by the EarlyON Co-ordinator in the form of formal supervision meetings as well as informal support as requested by the EarlyON Assistant Program Facilitator.

Qualifications:

Registered Early Childhood Education Certification with experience working with families and children ages 0-6 along with an understanding of “How Does Learning Happen”

Commitment:

This is a full-time position for 37.5 hours per week. It may include some evenings and one Saturday per month. This position will start **June 1st, 2022**.

Wages:

\$22.50 per hour with option for benefits after 3-month probation period.

Responsibilities

- Assist Facilitator with EarlyON programs in the Westminster catchment area, in community spaces and at Family Centre Westminster.
- Work with Facilitators to plan, organize and facilitate new EarlyON programs based on the Ministry of Education's framework for early learning “How Does Learning Happen?”
- Work with Facilitators to create a playroom experience, off site in community spaces at Family Centre Westminster, that sparks curiosity, invites investigation and provides challenges that are responsive to children’s capabilities.
- Work with Facilitators to create play-based invitations based on children’s interests using a variety of open-ended materials.
- Must be comfortable to engage children and families through telling stories and singing songs in small and large groups.
- Deliver age appropriated virtual programs via different platforms regularly.
- Establish and maintain strong and collaborative relationships with families, co-workers and community service providers.
- Connect with families, provide support and referrals where appropriate and invite participation from adults to enrich children’s experience.
- Role model positive and appropriate adult-child interactions during programs.

- Assist with facilitation, an EarlyON program one Saturday per month in cycled planning with other London Family Centres.
- Ensure “How Does Learning Happen?” is being implemented in all EarlyON activities.
- Set up and clean up the program space.
- Ensure materials/equipment in program space are safe at all times.
- Provide all families and children with a culturally safe space to explore and participate in.
- Maintain an understanding of current early learning best practices.
- Participate in meaningful and continuous professional learning opportunities.
- Attend to other duties as requested by EarlyON Co-ordinator and Families First Project Manager.

Requirements

- Passion for working with children & families and providing quality programming that promotes children’s optimal well-being.
- Experience facilitating playgroups or programs for children and families.
- Ability to incorporate “How Does Learning Happen?” Ontario’s Pedagogy for the Early Years into our programs.
- Ability to work with a diverse population.
- Knowledge of community supports and resources.
- Must be able to work independently and part of a team.
- Must have excellent organization, communication and writing skills.
- Highly motivated.
- Must be punctual and responsive.
- More than one language would be an asset.
- Attend staff meetings and training opportunities.
- Operate in accordance with policies, procedures, guidelines and protocols of the SLNRC.
- Participate as a member of SLNRC team by furthering collective team goals.
- Current First Aid and CPR certification.
- Current Police Vulnerable Sector Check.
- Valid driver’s license and access to personal and reliable vehicle.
- Applicants must be able to provide proof to show that they are fully vaccinated upon agencies request.

To apply for the position please send **resume and cover letter** as one Word Document or PDF File via email before **May 16, 2022** to: Vincent Tao, Administration Coordinator, South London Neighbourhood Resource Centre at vtao@slnrc.ca

Thank you for your interest in this position but only candidates selected for an interview will be contacted. Please do not call.

“We work together to “empower and enrich the neighbourhood in an inclusive environment.”