

## **CORPORATION OF THE COUNTY OF MIDDLESEX**

### **POSITION DESCRIPTION**

**Title:** EarlyON Facilitator  
**Department:** Library  
**Reports to:** Early Years Project Manager  
**Positions Supervised:** 0  
**Effective Date:** May 2021

**Authorized:** Director of Library Services

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### **POSITION 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.

### **PRINCIPAL RESPONSIBILITIES**

#### **Program Delivery:**

- Setting up learning environments for children from infancy to six years of age ensuring that they are provided with age-appropriate activities that enhance their social, emotional, cognitive, and physical and language development.
- Foster a safe and welcoming environment for children and families.
- Work cooperatively with other early years staff in the provision of quality programs for children, parents and caregivers.
- Model positive adult/child relationships and interactions.
- Provides information and advice to parents and caregivers.
- Collect participant feedback.
- Prepare program materials and activities according to established program plans.
- Participate in outreach activities to promote EarlyON as needed.
- Clean, launder and maintain toys, linens and equipment in line with established procedures.

#### **Administrative:**

- Opening and closing locations and completing some administrative tasks, such as inventory maintenance, recording supplies required and maintaining accurate registration and attendance records.

#### **Communication:**

- Compile pedagogical documentation in order to value, discuss and make learning visible for families and caregivers.
- Assist families in making connections to appropriate community services for their needs.
- Responds to telephone and in-person inquiries from parents, caregivers, and service providers.
- Communicates and collaborates with community agencies in the provision of early years services.
- Assists in the development of promotional material.

## General:

- Work safely and in compliance with relevant statutes and regulation and within the safe work procedures and directives as established by the County of Middlesex.
- Abides by all Middlesex County Library and County of Middlesex policies and procedures.
- Maintains confidentiality of all information related to the program's children, parents, families and caregivers.
- Remains current on developments in early childhood education.
- Participates in team meetings.
- Participates in training and professional development opportunities.
- Related duties as assigned.

## CONTACTS

### *Internal*

Early Years Project Manager  
EarlyON Senior Facilitator  
EarlyON Facilitators

Library Staff

### *External*

EarlyON patrons (parents, caregivers, children)  
Community Groups  
Volunteers

## TOOLS AND EQUIPMENT

Computers, printers, scanners, photocopier, phone, fax

## PHYSICAL REQUIREMENTS

Keyboarding, standing, kneeling, and walking to provide service to children and families, lifting up to 15 lbs (toys, materials, equipment); shift work including evening and Saturdays.

## MINIMUM 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).
- Experience working with children and families in an early learning setting.
- Functional knowledge of early child development and pedagogy.
- Demonstrate a strong understanding of guiding documents such as: *How Does Learning Happen? Ontario's Pedagogy for the Early Years, Think Feel Act, etc.*
- Knowledge of family services in Middlesex County.
- Demonstrated ability to communicate effectively and courteously with children and families.
- Ability to work independently and in a team-based setting.
- Standard First Aid with CPR C is required.
- Satisfactory Criminal Reference Check and Vulnerable Sector screening is required.
- Willingness to work some evenings and weekends.
- Valid Ontario Driver's license and ability to travel throughout Middlesex County for work related purposes.
- Physical ability to perform above duties

The incumbent may work alone or with another staff member.