



NOTICE OF POSITION VACANCY AN OPENING EXISTS FOR:

POSITION: EARLYON FACILITATOR – Temporary Part-time
LOCATION: EARLY ON CHILD & FAMILY CENTRE

PAY RATE: \$23.17 start - \$27.11 job rate (2022) hourly
plus 4% vacation pay–no other benefits

HOURS OF WORK: Part-time shift work, up to a maximum of 25 hours per week.
Regularly scheduled shifts currently estimated at 17-18 hours per week. **This is a contract position for 6-months from date of hire.**

EDUCATION: Minimum of a two (2) year college diploma in Early Childhood Education, or equivalent

REQUIREMENTS: Registered member in good standing with the College of Early Childhood Educators

POSITION DESCRIPTION:

Please refer to the Job Description attached to this posting.

Your resume plus a letter indicating why you are interested in the position will be accepted by the undersigned up to:

12:00 noon on Monday, January 16, 2023 via email only to ndevin@middlesex.ca

You will receive a return email acknowledging receipt. Following this, only applicants selected for an interview will be contacted.

Nadine Devin
Early Years Project Manager
Middlesex EarlyON, Middlesex County Library

Middlesex County is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance. Accessible formats or communication supports are available upon request. Please contact Lindsay Brock, County Librarian, 519-245-8237 x 4022.

Posted Monday January 2, 2023

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

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.