



MIDDLESEX COUNTY POSITION DESCRIPTION

Title:	EarlyON Facilitator
Department:	Middlesex County Library
Reports To:	EarlyON Program Manager
Positions Supervised:	N/A
Effective Date:	April 2024

POSITION SUMMARY:

The EarlyON Facilitator is responsible for delivering Ontario Early Years Child and Family Centre (OEYCF) programs by providing play-based learning opportunities, promoting family engagement, and providing information on community resources.

PRIMARY DUTIES & 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.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS

Education & Experience

- Two-year college diploma in Early Childhood Education, or equivalent.
- Registered member in good standing with the College of Early Childhood Educators (RECE).
- 1 year of experience working with children and families in an early learning setting.
- Standard First Aid with CPR Certificate is required.

Knowledge, Skills and Abilities

- 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.
- Excellent communication, interpersonal, organizational, and analytical skills.
- Demonstrated ability to communicate effectively and courteously with children and families.
- Ability to work independently and in a team-based setting.
- Ability to work evenings and weekends.
- Possess the physical ability to meet the duties and responsibilities of the job description.



- Current Criminal Record Check with Vulnerable Sector Screen that is satisfactory to the County of Middlesex.
- A valid "G" driver's licence, and access to a vehicle to travel as required to fulfil job responsibilities.

CONTACTS

Internal

Early Years Project Manager
EarlyON Facilitators
EarlyON Senior 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.