



## **MIDDLESEX COUNTY POSITION DESCRIPTION**

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

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### **POSITION SUMMARY:**

The EarlyON Facilitator is 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.

### **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.