



**FAIRFIELD GONZALES**  
COMMUNITY ASSOCIATION  
*the place to connect*

*FGCA Mission: To create a connected, collaborative,  
inclusive and sustainable community.*

**JOB POSTING:**

**Family Program Facilitator  
(temporary)**

Posting date: April 2<sup>nd</sup>, 2019

Closing date: Open until filled

**The Fairfield Gonzales Community Association is a non-profit society that enhances quality of life in our neighbourhood by providing various services to over 20,000 users annually. As an organization, we work collaboratively to create a positive space from a basis of supporting families and community.**

**Hours:** Wednesday 9:30 to 12:00 & Thursdays 8:30am-12:00pm

**Wage:** \$17.25/hour

**Start date:** April 16<sup>th</sup>, 2019

**End date:** June 25<sup>th</sup>, 2019

**Responsible/Reports to:** Early Years Coordinator

**Location:** 1330 Fairfield Road

**Job Overview**

The Family Program Facilitator works in our Parent & Tot Drop program and acts as leader to attending participants (toddlers and adults). The position is responsible for providing support and guidance to participants by welcoming children and their families, facilitating activities, encouraging conversations, creating meaningful interactions and communicating program information.

**Required Skills:**

- Self-directed and confident with facilitating a drop-in Parent & Tot Program
- Effective communication skills
- Good writing skills
- Ability to lift heavy equipment
- Ability to work within an active and noisy environment

**Qualifications:**

- Having cared for and lived with small children, an asset
- Standard First Aid and CPR (C)
- Able to provide an acceptable Criminal Record Check
- Minimum 19 years of age

Interested individuals are requested to forward their resume and cover letter to Danielle Davis via e-mail ([eyc@fairfieldcommunity.ca](mailto:eyc@fairfieldcommunity.ca)) or in person at Fairfield Community Place (**1330 Fairfield Road**) during our administrative hours.

We thank all applicants; however, only those shortlisted will be contacted for an interview.