Position: Family Programs Facilitator

Hours of Work: Monday, Tuesday, & Thursday 8.5 hours per week, shifts vary between 9:00am-01:00pm. Dates may change depending on the needs of the program.

Wage: $21.75 – 22.75 per hour (based on experience)

Responsible/Reports to: Early Years Coordinator

Location: Fairfield Gonzales Community Association (1330 Fairfield Road)

Position: Family Programs Facilitator and Childminder

Responsible/Reports to: Reporting directly to the Early Years Coordinator

The Fairfield Gonzales Community Association’s provides a variety of family programs. These include Kindergym, Lunch, Laugh and Learn, and Parent and Tot drop-ins. The Family program Facilitator supports the parent and tot Drop-in groups, and delivers learning opportunities for parents attending the programs. This role is also responsible for cooking lunch and preparing snacks. The Lunch, Laugh, and Learn program is scheduled to run for three ten-week sessions during the year, starting at the end of September and ending mid-June. We do not operate during school holidays in school district # 61. This position reports to the Early Years Coordinator.

Overall Position Objectives

- To deliver a supportive and inclusive family program that supports children and families
- To connect with all children and their caregivers in a positive manner
- To encourage connection between participants
- To ensure the safety of all participants
- To ensure healthy food is provided both at lunch and snack
- Ensuring the comfort and safety of all
- To create learning and age-appropriate explorative opportunities through programming

Specific Job Duties and Responsibilities
Children

- With the support of the other team members, coordinate and plan the delivery of age-appropriate programs and activities for children up to Infant to five years of age
- Provide a high standard of care to children in the program, with attention to physical safety and emotional well-being
- Provide a balance of active/quiet, indoor/outdoor, and individual/group activities
- Promote children’s self-esteem and confidence building through explorative play
- Provide age-appropriate guidance and direction to children in the care
- Provide all required care and support to program participants
- Prepare necessary food for children in the program. Including, but not limited to: lunch and snacks.

Parents

- Communicate to parents and create a positive and supportive atmosphere
- Plan and deliver weekly parent talks on topics that support learning for families.
- Always display and promote a positive family-centered attitude and a helpful approach

Personnel/Communication

- Communicate with the EYC for weekly needs for food and supplies
- Attend all staff meetings and training sessions
- Communicate with, Early Years Coordinator and other family program staff to promote an open collaborative environment
- Report issues of concern to the Early Years Coordinator in a timely fashion
- Actively participate in conflict resolution

Facility

- Food Prep: snack and lunch.
- Work to create and maintain an organized, healthy, safe, clean, and family-centered environment
- Continually monitor the spaces for hazards
- Participate in daily cleaning as well as removal or correction of potential hazards
- Report any necessary repairs and replacements to the manager in a timely manner
- Maintain first aid kits to licensing standards
- Organize space, equipment, and materials before and after activities

Working Conditions

- Physical labor is expected with this job. I.e. lifting children, helping children physically move from space to space, and moving equipment.
- Must be comfortable working in an outdoor program year-round
- Open work space, noisy public access point
IMPORTANT: Additional measures may be in place due to the pandemic. Please see the Health & Safety plan for detailed information.

Qualifications (Education / Skills/ Abilities)

- Having cared for and lived with small children is an asset.
- Current first aid certificate required.
- Criminal record check is mandatory.

Revised: August 2023