



Early Years Program Facilitator, EarlyON

Permanent · Full-Time · Unionized

Andrew Fleck Children's Services is looking to hire an Early Years Program Facilitator to work at our EarlyON Child & Family Centre! In this role you will provide and support the delivery of core services at the Early Years Centre that meet the early years needs of the Ottawa South community and which include early learning activities, parent resources, pre- and post-natal resources and information and referral.

Available from: January 18th, 2021
Salary: \$22.08 to \$25.71 per hour
Hours: 35 hours per week
Location: EarlyON Child & Family Centre, 2330 Don Reid Drive, Ottawa, ON
Closing date: January 13th, 2021
Apply: E-mail: hrrecruiting@afchildrensservices.ca

What Andrew Fleck Children's Services offers...

- ✓ Competitive salary and comprehensive benefits package
- ✓ A unique culture that fosters leadership, responsiveness, communication, and teamwork
- ✓ A place where your opinions will be respected, and your contributions valued
- ✓ A chance to grow – personally and professionally – through our comprehensive orientation program, on the job learning, and in-house and external training
- ✓ A strong commitment to equity and diversity in the workplace and community

In this role you will...

- ✓ Plan and deliver varied playgroup programs on and off-site to meet child and adult needs
- ✓ Provide program and agency information service; respond to phone and in person inquires about program and AFCS services
- ✓ Implement program plans on a daily basis
- ✓ Develop and support playgroups and other resources at satellite sites
- ✓ Manage and maintain the Toy and Game Library and the Parent Resource Library
- ✓ Coordinate literacy and other learning activities
- ✓ Assist in providing information and advising parents/caregivers; help parents link to other early years programs and services in the community
- ✓ Assist in maintaining and developing Early Years information and resources

To qualify for this role you have...

- ✓ Diploma in Early Childhood Education or Equivalent recognized by the College of Early Childhood Educators
- ✓ RECE in good standing with the College of Early Childhood Educators
- ✓ Clear Police Record Check (Vulnerable Sector) completed in the last 6 months
- ✓ Current Standard First Aid & CPR certificate
- ✓ Minimum of 2 years of experience working with children and adults
- ✓ Knowledge of early years child development
- ✓ Working knowledge of related community resources in the City of Ottawa
- ✓ Good organizational, interpersonal and communications skills
- ✓ Demonstrated flexibility and ability to work effectively in a team
- ✓ Excellent working knowledge of Microsoft Office Suite including Excel, word processing, and databases
- ✓ Sensitivity and respect towards cultural and individual differences
- ✓ Availability to work flexible hours
- ✓ Access to a car (essential)
- ✓ Knowledge of special needs (an asset)
- ✓ Fluency in French (an asset)

We are an equal opportunity employer. We thank all applicants for their interest; however only those selected for an interview will be contacted. Should the applicant require any accommodations during the application process please notify Human Resources at hrrecruiting@afchildrensservices.ca

APPLY TODAY!