

Early ON Program Facilitator

Permanent · Full-Time · Unionized

Andrew Fleck Children's Services is looking to hire a 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 EarlyON Child & Family 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: December 13th, 2021
Salary: \$22.30 to \$25.97 per hour
Hours: 35 hours per week, including some Saturdays and evenings
Location: EarlyON Child & Family Centre, 2330 Don Reid Drive, Ottawa, ON
Closing date: December 1st, 2021
Apply: E-mail: hrrecruiting@afchildrensservices.ca

What Andrew Fleck Children's Services offers...

- ✓ Competitive salary
- ✓ Comprehensive benefits package including 4 weeks of vacation, Health and Dental plan, Employer matching RRSP program at 6% of salary
- ✓ 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 workshops, mentorship programs and courses, to upgrade skills, and develop new areas of expertise
- ✓ Participate in career development opportunities for a variety of different position types available within the AFCS organization
- ✓ 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
- ✓ Access to a car (essential)
- ✓ 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
- ✓ 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