

# Full Job Description

## Employment Opportunity – EarlyON Program Facilitator

Are you passionate about families and their children and seeking an opportunity to enhance your skills as an Early Years Professional? Are you looking to join a team dedicated to supporting families in reaching their full potential? If so, Tiny Tots has an exciting opportunity for you to join our team. We are seeking an EarlyON Program Facilitator. This is a permanent part-time position.

Since 1978, Tiny Tots has provided support, programs, services, and learning opportunities to parents so that all children reach their full potential. We facilitate playgroups, programs, workshops, and services that: build relationships and connections with families; role-model positive parent-child interactions; provide warm referrals and connection to community services; and enrich parents understanding of early learning and development. Tiny Tots welcomes families into literacy-rich environments that foster child-led, inquiry-based learning using the best practices outlined in *How Does Learning Happen? Ontario's Pedagogy for the Early Years* and emergent curriculum as the cornerstone of our service delivery.

### **Program Facilitator (RECE/ECE), EarlyON Program (West)**

**Employment type:** Part-time

**Work hours/Week:** Part time hours, **28** hours/week, occasional evening/weekend shifts

**Salary:** \$24.75 per hour, plus 10% of pay in lieu of benefits, plus mileage to outreach locations

**Application deadline:** 2026-03-01

**Flexible start date:** April 2026

**Reports to:** EarlyON Supervisor

### **Position Summary**

EarlyON Facilitators are responsible for providing programs and services to support and strengthen parents and professionals so that all children may reach their full potential. Facilitators may work in a variety of EarlyON programs including main centre and community (mobile/outreach/outdoor) programs.

### **WHAT THIS POSITION HAS TO OFFER:**

The successful candidate will have the opportunity to make an impact and gain unique work experience by:

- Interacting with children and their parents/caregivers during play and inquiry-based learning
- Facilitating age specific programs and special events
- Engaging parents/caregivers in discussions regarding their child's development and learning
- Facilitating on-line, outdoor, outreach, mobile, and in-centre programs in line with health and safety guidelines
- Supporting families/caregivers by providing agency referrals and contact information
- Working with partners to enhance services to families and promote programs
- Setting up environments/programs to reflect effective practices, and are inclusive, accessible, appropriate and safe
- Undertaking housekeeping duties such as cleaning and disinfecting toys, washing equipment, and laundry

- Conducting administrative duties including welcoming families for each visit and maintaining program attendance records, conducting orientations with new families; providing and documenting referrals; may include data entry of participants and outreach efforts; responding to voicemail and e-mail messages
- Attending staff meetings and professional learning opportunities

## **WHAT WE'RE LOOKING FOR:**

### **The successful candidate:**

- Must have a diploma or degree in Early Childhood Education and be registered with the College of ECE's in good standing
- Current First Aid & CPR Certificate or ability to obtain
- Minimal 1-year experience working directly with families and children (from birth-6 years)
- Acceptable Vulnerable Criminal Reference Check
- Ability to work flexible hours and act independently
- Possession of a valid Driver's License, and a safe driving record and access to independent reliable transportation
- Up-to-date immunizations required by Public Health, Ministry of Education, Tiny Tots
- Ability to use frequent light to medium physical effort: lifting to 20 kg (44 lbs.), bending, and stooping
- Ability to be reliable, flexible, professional, and positive
- Ability to adapt to meeting program expectations remotely
- Ability to effectively manage time to meet program expectations
- Skilled at collaboration while working remotely
- Knowledge and experience of video conferencing technologies
- Follow in-centre Health and Safety regulations in all work environments
- Follow all policies and procedures in all work environments
- Knowledge of related community resources in western Elgin County (Dutton to Rodney)
- Good organizational, interpersonal and communications skills
- Sensitivity and respect towards cultural and individual differences

We are an equal opportunity employer. We thank all applicants for their interest; however, only those selected for an interview will be contacted. Employment decisions are made based on experience, skills, attributes, and qualifications. Should the applicant require any accommodations during the application process please contact us.

## **HOW TO APPLY:**

Please ensure to include your resume and cover letter when applying. Send to [tcns78@gmail.com](mailto:tcns78@gmail.com). Applicants who are selected to move forward in the application process will be contacted by email.