

## JOB POSTING

**POSITION** : Program Facilitator – Ontario Early Years Centre  
**REPORTS TO** : Manager of Community and Family Services  
**WORK HOURS** : 25 hours per week; may include split shifts  
**RATE OF PAY** : \$20.78 to \$23.30

**Job Summary:** The Program Facilitator is responsible for planning and facilitating programs for caregivers and children from birth to six years of age.

### Job Responsibilities:

- Plan for, lead and facilitate developmentally appropriate programs for children under six years of age and their caregivers
- Act as a resource for and a role model to participants, by providing opportunities to engage in reciprocal communication on healthy child development and early learning activities
- Plan and implement parenting programs that are relevant to the cultural sensitivities of our local community
- Provide information on and referrals to local programs, services and resources
- Communicate with partners and other agencies providing supports to families
- Identify and address barriers to participation,
- Support the participation of families with children with special needs
- Administrative duties associated with the program
- Maintain a co-operative working relationship with staff, placement students and volunteers

### Qualifications:

- Early Childhood Education diploma/degree, Family Support Certification or other Post-Secondary education or training in a related discipline. Training in working with children with exceptionalities is an asset.
- A minimum of three (3) years experience working with children and families;
- Demonstrated ability to work collaboratively
- Willingness to work some evenings and weekends;
- Ability to lift up to 15 lbs and travel to our 3 local sites as necessary;
- Self directed and independent, with proven experience working effectively as part of a team
- Knowledge of family services in Peel Region
- Highly developed ability to plan and prioritize work
- Effective in working within a complex diverse multicultural setting
- Good computer skills
- Excellent oral communication and writing skills
- Second language is an asset
- Valid First Aid/CPR certificate
- Police check mandatory

Please submit your resume and cover letter quoting reference no. 015-027 by **November 24, 2015** to:

**Human Resources Officer**  
**Dixie Bloor Neighborhood Centre,**  
**3650 Dixie Rd., Unit 103, Mississauga, ON L4Y 3V9**  
**Email: [recruiting@dixiebloor.ca](mailto:recruiting@dixiebloor.ca)**

**We thank all those who apply, but only those selected for an interview will be contacted.**

**Dixie Bloor Neighbourhood Centre is an equal opportunity employer.**

**Accommodation will be provided if requested**

