

# **Prince Albert Early Years Family Resource Centre**

## **Casual Staff - Program Facilitator Job Description**

The PA EYFRC Casual Staff - Program Facilitator, working under the supervision of the PA EYFRC Coordinator, will demonstrate skills and experience working with, engaging and supporting families in a respectful and welcoming way. The casual facilitator will have knowledge about and will deliver to family's information on child development, parenting practices, community supports and services, culturally appropriate practices, and other information as directed by the Coordinator.

### **Responsibilities:**

Under the supervision of the Program Coordinator and Program Facilitators working in partnership with other staff members the casual staff member will:

- Support the delivery of programming in the Centre that meets the four pillars that make up the Saskatchewan EYFRC model - early learning, parenting education, family wellness and support and information and referrals.
- Support a welcoming, inclusive, learning rich environment in the Centre for both drop-in play and scheduled programming
- Facilitate age-appropriate play-based learning and sessions for children and parents that reflect the stages of child development including language skills, creative expression, problem solving and literacy and numeracy strategies.
- Maintain the physical environment, including cleaning of Centre and equipment as required.
- Provide families with information and linkages or referrals to outside agencies when required.
- Support the implementation of special events at the EYFRC for families as required
- Assist with any miscellaneous duties as assigned by the Program Coordinator