

Prince Albert Early Years Family Resource Centre

Program Facilitator Job Description

The PA EYFRC 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 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 working in partnership with other staff members the Program Facilitator will:

- Develop, deliver and support 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.
- Work to create a welcoming, inclusive, learning rich environment in the Centre for both drop-in play and scheduled programming
- Work to plan, organize and 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 and regularly update the physical environment, including cleaning of Centre and equipment as required.
- Administer and follow up Ages and Stages Questionnaires as requested by parents and care givers.
- Provide families with information and linkages or referrals to outside agencies when required.
- Assist with developing, delivering and supporting an online presence for the EYFRC using Facebook , original content videos and website management.
- Assist with planning and implementing special events at the EYFRC for families as required
- Assist with any sundry duties as assigned by the Program Coordinator