

SASKATCHEWAN RIVERS PUBLIC SCHOOL DIVISION

Invites applications for the position of:

Family Resource Centre – Program Facilitator

In the City of Prince Albert

The Prince Albert Early Years Family Resource Centre (EYFRC) is looking for a Program Facilitator. Working under the supervision of the EYFRC Coordinator, the Facilitator 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 families 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 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 planning and implementing special events at the EYFRC for families as required.
- Assist with any sundry duties as assigned by the Program Coordinator.
- Ability to fulfill any and all other duties as outlined in the job description

CURRENT LOCATION:	Prince Albert – Gateway Mall <i>(with the understanding that you are employed by the Saskatchewan Rivers Public School Division)</i>
POSTING DATE:	November 5, 2025
CLOSING DATE:	November 28, 2025, or until a suitable candidate can be found
START DATE:	December 1, 2025, or as mutually agreed upon
END DATE:	March 31, 2026, with the possibility of an extension
HOURS OF WORK:	37.5 hours/week
SALARY:	Based on experience

All inquiries about this position should be directed to Colleen Moody, FRC Program Coordinator, at eyfamilyresource2@sasktel.net or call 306-763-0771.

Applications can be submitted to:

Human Resources
Saskatchewan Rivers Public School Division
545 – 11th Street East • Prince Albert, Saskatchewan • S6V 1B1
Fax: 306-763-4460
hr@srsd119.ca

Please follow the application procedure as outlined on our website at https://www.srsd119.ca/?page_id=4999

Saskatchewan Rivers Public School Division is an equal opportunity employer. We are committed to creating an inclusive workplace and having a workforce representative of the diverse communities we serve. We welcome diversity and encourage applications from all qualified individuals.