

REGINA EARLY YEARS FAMILY RESOURCE CENTRE

Facilitator Job Description



Location	Regina, SK	
Job Title	Facilitator	
Reports Directly to:	Early Learning Centre Program Designer	Indirectly: Early Learning Centre Coordinator
Level/Age	Working with children Prenatal to Age 5	

Type of position:	Hours <u>40</u> / week	Wage: (after 2080 working hours employee moves up a step) Step 1 \$22.91 Step 2 \$23.92 Step 3 \$24.94 Step 4 \$25.99
<input checked="" type="checkbox"/> Full-time	<input type="radio"/> 8-hour shift	
<input type="checkbox"/> Part-time	<input type="radio"/> Day shift between 7:00 a.m. to 6:00 p.m.	
	<input type="radio"/> Monday to Friday	
	<input type="radio"/> Some weekends	

GENERAL DESCRIPTION

Seeking a dedicated individual to join our team as a Facilitator for our Regina Early Years Family Resource Centre (REYFRC). The REYFRC provides positive early learning experiences and offers programming, services, and resources for all families with young children, prenatal to age 5.

The ideal candidate will have a passion for early childhood development and a strong understanding of child-directed learning environments. Responsibilities include organizing and facilitating play-based activities that promote oral language skills, creative expression, problem-solving, emergent literacy, and numeracy strategies. The candidate must be creative, resourceful, and able to work with varying materials to create a learning-rich environment for families. Additionally, the role involves record-keeping, facility maintenance, and building relationships with community partners. The successful candidate will demonstrate excellent communication skills, cultural competency, and a commitment to inclusivity.

DUTIES AND RESPONSIBILITIES

- Develop and implement program activities in collaboration with the Centre Coordinator and other staff.
- Facilitate engaging, age-appropriate learning opportunities for children, prenatal to age 5 and their families.
- Create and maintain an environment that is welcoming, inclusive and accessible for all families.
- Organize, clean, plan, data recording and other tasks pertaining to day-to-day operations at the Centre.

EDUCATION, CERTIFICATION AND WORK EXPERIENCE REQUIREMENTS

- Early Childhood Certification Level III or equivalent experience and education
- Experience working in early childhood education with children 0-5 years old and their caregivers
- Ability to take initiative in planning and implementing relevant and applicable programs
- Flexible and creative thinking to meet the needs of families accessing the Centre
- Experience facilitating programs with both adults and children
- Be self-motivated and able to work independently with little on-site supervision
- Candidate should demonstrate an understanding and enthusiasm for the importance of early childhood development and the importance of Early Years Family Resource Centres

- Excellent computer skills with the ability to use multiple programs such as Microsoft Office Suite and knowledge of social media platforms
- MUST be a Canadian citizen or permanent resident or MUST be legally eligible to work in Canada to apply
- Able to provide a clear criminal reference check and vulnerable sector check

- Must hold a Valid Driver's License
- Up to date First aid and CPR level C or higher
- Food Safe Level 1 an asset

PERSONAL SUITABILITY

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|---|-----------------------------|
| – Passion for Early Childhood Education | – Strong Work Ethic |
| – Patient and Empathetic | – Positive Role Model |
| – Effective Communication | – Safety Focus |
| – Team Collaboration | – Flexibility |
| – Adaptability | – Continuous Learner |
| – Problem-Solving Skills | – Child-Centred Perspective |
| – Cultural Sensitivity | |
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BENEFITS

- Signing Bonus (conditional upon 6 months of successful employment)
- Paid Sick Leave (1.25/month or 15 per calendar year)
- Health & Dental Benefits
- Professional Development Fund
- Annual Vacation (20 days per calendar year)
- Two 15-minute paid breaks per 8-hour day

REVIEWED BY	Karen Istace	Title	Coordinator
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APPROVED BY	Sherry Chase	Title	Supervisor
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DATE POSTED	January 31, 2025
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CLOSING DATE	February 7, 2025
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TO:	careers@rcsd.ca APPLY
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