

## **Job Description**

### **StrongStart BC Facilitator**

#### **Job Summary:**

Oversees the day-to-day operations for the StrongStart BC program and ensures that the goals and objectives of the program are met. The StrongStart BC Facilitator is responsible for creating and facilitating a program environment where parents and caregivers participate alongside their children in an interactive, play based setting.

**Reports to:** \_\_\_\_\_

#### **Key Duties and Responsibilities:**

##### Program Management:

- Ensure that the programs and activities are developed and maintained in response to the StrongStart BC guidelines
- Create a family-friendly environment that provides safety and security for children and their caregivers.
- Maintain detailed daily program statistics
- Record monthly and quarterly statistics for District and Ministry of Education.
- Produce reports and work plans in cooperation with the District as required
- Attend, as required, meetings that pertain to StrongStart BC
- Work closely with and understand the requirements of the school personnel and District and Ministry policy and procedures
- Develop and maintain positive working relationships with community partners
- Promote the StrongStart program as required
- Promote awareness of quality early learning and care
- Supervise expenditures within the existing budget allowance
- Make budget recommendations

##### Service Delivery:

- Lead early learning activities, including stories, music and art, to help children grow linguistically, physically, socially, emotionally
- Facilitate pre-school age children to get ready for kindergarten
- Interpret trends in the field of early childhood education and care
- Plan and facilitate the delivery of the daily program
- Set up and take down daily, as necessary, program materials and equipment
- Provide opportunities for parents/caregivers to observe and practice effective strategies that support early learning
- Provide current early learning and care information to parents and the community
- Help parents and caregivers to reflect on their child's learning and development

- Encourage parent involvement and participation in the program
- Promote, support and facilitate parent/caregiver – child relationships
- Respond to parent, family and community requests for information and resources
- Make referrals to community services as needed
- Meet with parents as needed on an outreach basis
- Respect parental and cultural values, goals, and expectations
- Maintain confidentiality in all matters relating to children and parents except where law requires disclosure

**Qualifications:**

- Current BC Early Childhood Educator License to Practice
- Child Safe First Aid certificate
- Criminal Record check

**Competencies:**

- Ability to work effectively with a variety of parents, caregivers, children, professionals and community members
- Knowledge of child development, family dynamics, community resources and early learning
- Candidates will have experience in a variety of settings working with diverse ethnic populations
- Experience in creating, planning, implementing and budgeting for a parent participation early learning program
- Strong verbal and written communication skills
- Good organization and planning skills
- Knowledge of the socio-economic characteristics of this community

**Salary:** \_\_\_\_\_

**Hours:** \_\_\_\_\_