Program Facilitator (RECE) – SFG EarlyON

Position Details

Hours: 30 hours per week, onsite
Schedule: Monday 9AM to 12PM, Tuesday to Friday 9AM to 3PM, Saturday 9AM to 12PM
Duration: Permanent
Compensation: $23.00 - $25.00/hr; Salary Commensurate with Experience
Location: Shelldale Family Gateway; 20 Shelldale Crescent, Guelph, Ontario
Reports To: Program Supervisor; SFG EarlyON
Start Date: As Soon As Possible

Position Summary

The EarlyON Program Facilitator (RECE) works as part of the EarlyON Child & Family Centre team to plan, implement, and deliver high-quality, inclusive, and community-based programming for children (0–6 years) and their parents/caregivers. This role supports strong family engagement, early learning, and connections to community resources, in alignment with "How Does Learning Happen?" Ontario's Pedagogy for the Early Years.

Key Responsibilities

- Plan, implement, and evaluate play-based early learning programs for children (0–6) and families
- Create a welcoming, inclusive, and culturally responsive environment for all participants
- Build positive relationships with children, parents/caregivers, staff, and community partners
- Engage parents/caregivers in discussions about child development and learning
- Provide information, referrals, and connections to community and health services as needed
- Promote EarlyON programming and support outreach to families not currently accessing services
- Maintain accurate attendance records, registrations, and program documentation
- Collect participant feedback and support program evaluation activities
- Set up and maintain safe, clean, and engaging program environments
- Collaborate with team members and community partners to enhance programming
- Follow all organizational policies, procedures, and legislative requirements
- Ensure program spaces are safe, welcoming, and compliant with organizational standards.
- Perform other duties as assigned

Qualifications

Required:

- Registered Early Childhood Educator (RECE) in good standing with the College of Early Childhood Educators
- Diploma in Early Childhood Education or related field
- Valid and Clear Police Record Check with Vulnerable Sector Screening
- Standard First-Aid and CPR Certification (or willingness to obtain)
- Experience working with children (0–6 years) and families in a community-based setting
- Strong understanding of child development and early years pedagogy
- Knowledge of How Does Learning Happen?, the Child Care and Early Years Act, and RECE Code of Conduct
- Excellent interpersonal and communication skills
- Ability to work collaboratively in a team environment
- Commitment to inclusion, equity, and family-centered practice
- Ability to work flexible hours, including weekends and occasional evenings

Working Conditions

- 30 hours per week, on-site'
- Saturday Shift Hours

Equity Statement

Shelldale Family Gateway is committed to creating an inclusive and accessible workplace. We welcome applications from Indigenous Peoples, racialized persons, persons with disabilities, members of the 2SLGBTQIA+ community, newcomers, and individuals with diverse lived experiences. Accommodations are available throughout the recruitment process upon request.