

Co-Facilitator

September 2017 – March 2018 (with possibility to extend)

Duties & Responsibilities:

- Co- facilitate parent/child drop-in programs
- Plan programming with co-facilitator for all Kids@Play sites
- Make recommendations to the Board regarding community needs
- Encourage community members to be actively involved in **familiesforward**
- Collaborate on facilitator report monthly
- Submit receipts and mileage each month in a timely manner
- Shop for supplies and groceries as required
- Participate in and promote special events planned by **familiesforward** (literacy day, wind-up celebrations, summer festival etc...)
- Attend and contribute to staff meetings and program planning sessions
- Actively pursue Professional development – a minimum of 8 hours per year of professional development, approved in advance by the Coordinator of **familiesforward**. Training costs will be paid by **familiesforward**.

Requirements

- Experience/knowledge of child development, parent-child programming and/or physical literacy
- A love of young children and the ability to support parents in their relationship with their child
- Dynamic and energetic approach to implementing programming
- Ability to lift toys and bins during set-up and clean-up
- Access to a car for work
- Additional languages are an asset
- Current First Aid certification*
- Current Food Handlers Certificate*
- Current Child Abuse and Vulnerable Sector Criminal Records check*

*Families forward can assist the right candidate in getting their checks, first aid and food handlers.

Remuneration: \$14 -15/hour + 4% vac. pay dependent on qualifications

Mileage: 40¢/km (note: this does not include mileage between the home and workplace)

Accountability: this position is accountable to and under the direct supervision of the Coordinator, familiesforward Coalition. A performance review will be conducted annually.

Employment during program weeks:

Monday 9am-12noon	3 hrs
Tuesday 8:30am-12:15pm	3.75 hrs
Wednesday 8:45am-12 noon	3.25 hrs
Thursday 5:30pm-8pm	2.5 hrs
Saturdays 9am-12 noon	3 hrs
Prep, shopping, report writing and admin	2 hrs
Total hours per week	17.5 hours/week

Kids@Play programming does not run during Spring Break, Christmas break and has limited programming over the summer.

Meetings/special event weeks: Mutually agreed upon hours will be set dependent on task.