

Job Opportunity – **familiesforward** is looking for an organized and fun-loving individual to join our team as a part-time facilitator (approximately 10-12 hours a week) starting mid-September 2018. The successful candidate will co-facilitate Kids@Play, a weekly parent-child drop-in program run by the Fort Rouge/River Heights Parent-Child Coalition. This position will run programs on Tuesday, Wednesday, and Saturday mornings as well as occasional Thursday mornings.

If you enjoy working with young children, planning activities and talking to parents, let us know. We welcome applications from all backgrounds, including minorities and individuals with a disability. Additional spoken languages are an asset.

Application Deadline: June 18th, 2018
Start Date: September 12, 2018

Please send your resume and cover letter to hire@swfic.org

familiesforward, Fort Rouge/River Heights Parent Child Coalition is funded by Healthy Child Manitoba. We work with community partners to support young families with children ages 0-6 through programming that supports our 4 pillars (learning and literacy, positive parenting, healthy living and nutrition and community capacity building). Kids@Play is a parent-child drop-in for children ages 0-6 that includes active free play, songs, games, crafts and a healthy snack.

DETAILED JOB DESCRIPTION:

Co-Facilitator

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**
- 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 an asset.
- 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: \$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 are variable depending on the number of programs running.

Planned shifts for this position will be Tuesday, Wednesday and Saturday mornings.

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

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