



### **JOB OPPORTUNITY: Kids@Play Co-Facilitator**

**familiesforward** is looking for organized, energetic, and fun-loving individuals to join our team as part-time facilitators (approximately 3 - 9 hours a week) starting October 1, 2024. The successful candidates will co-facilitate Kids@Play, a weekly parent-child drop-in program run by the Fort Rouge/ River Heights Parent-Child Coalition. Programs will run indoors Tuesday and Wednesday mornings and outdoors Thursday mornings (8:30 – 11:30 AM, including setup and cleanup).

If you enjoy working with young children, planning activities and talking to parents, we'd like to hear from you! We strive to create an inclusive environment at our programs and within our team and welcome applications from candidates of all backgrounds. Additional spoken languages are an asset.

**familiesforward**, Fort Rouge/ River Heights Parent-Child Coalition is funded by the Government of Manitoba, Department of Families. We work with community partners to support families with young children aged 0 - 6 years through programming that incorporates our four pillars: Learning, Literacy, and Numeracy, Positive Parenting, Nutrition and Healthy Living, and Community Capacity Building. Kids@Play is a drop-in playgroup for children aged 0 – 6 years and their accompanying parents/ guardians. It includes active free play, songs, stories, games, crafts and a healthy snack.

To apply, please email a cover letter and resume to [familiesforward@swfic.org](mailto:familiesforward@swfic.org).

**Deadline:** Monday, September 16, 2024, 5:00 PM

## DETAILED JOB DESCRIPTION: Kids@Play Co-Facilitator

### Duties & Responsibilities:

- Co-facilitate parent-child drop-in programs
- Plan programming with co-facilitator for all Kids@Play sites (e.g. crafts, sensory table, songs, snacks)
- Make recommendations to the Board regarding community needs
- Encourage community members to be actively involved in **familiesforward**
- Shop for supplies and groceries as required
- Submit hours and receipts in a timely manner
- 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
- Participate in professional development (approved in advance by the **familiesforward** Coordinator). 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
- Comfortable leading group activities (e.g. singing songs, reading stories)
- Comfortable outdoors for extended periods of time in all seasons
- Ability to lift toys and bins during setup and cleanup
- Access to a car for work is an asset
- Additional languages are an asset
- Current Child Abuse Registry (with Vulnerable Sector search) and Criminal Record checks\*
- Current First Aid certification\*
- Current Food Handler Certificate\*

*\*familiesforward can assist the selected candidates in getting their checks, first aid, and food handler certificates.*

### Hours:

- 3 – 9 hours/ week for approximately 36 weeks from October to June (variable, depending on the number of programs and sites running)
- Mutually agreed upon for meetings and special events
- Kids@Play does not run during the winter and summer school breaks and is unpaid time off

**Remuneration:** \$16 - \$17.50/ hour + 4% vacation pay, dependent on qualifications and experience

**Accountability:** This position is under the direct supervision of and accountable to the **familiesforward** coalition Coordinator. A performance review will be conducted annually.