



## **Family Drop-In Facilitator 7-Month Position March 5 to October 12, 2018**

### **Overview:**

West Side Family Place is an affordable, accessible and inclusive family resource program offering a daily drop in for children and their caregivers, as well as parent education on Vancouver's West Side.

The Family Drop-In Facilitator is a member of the staff team responsible for planning, delivering and evaluating a stimulating, creative early learning play based environment in a drop-in program in a busy multicultural family resource program for children from birth to five and their parents/ caregivers. This position reports to the Executive Director.

### **The Successful Candidate will:**

- Work with staff team to plan, coordinate, deliver and evaluate a full range of developmentally and age appropriate playroom activities
- Maintain Family Place's emotionally safe, respectful and inclusive environment
- Work flexibly as part of Family Place's team to support parents/caregivers in caring for their children and in enhancing their parenting skills
- Provide information about local resources and user services with participants as appropriate
- Maintain administrative requirements including sign-in, membership, donations and statistics
- Active involvement in program evaluation
- Organize and maintain the playroom's physical layout
- Maintain appropriate health and safety standards in the playroom
- Maintain appropriate supplies and resources as for the playroom
- Participate actively in Family Place special events and fundraising activities as required

### **Skills and Qualifications**

- Post-secondary education in Early Childhood Education and/or a combination of education and related experience working in the field
- Working knowledge and understanding of issues and concerns affecting young children and their families
- Good oral and written communication skills
- Good organization and time management skills
- Ability to work comfortably in a cross-cultural, multi-lingual setting
- Demonstrated sensitivity to ethnic, cultural and socio-economic diversity
- Demonstrated ability to work independently and as part of a team
- Demonstrated ability to take initiative in projects
- Valid First Aid Certificate
- Second language an asset

## **Wages and Benefits**

Employment type: Regular Temporary (29-32 hours per week)

Schedule: Monday to Friday

Salary: \$17.00/hour

**Submit Resumes by: January 30, 2018**

**Diane Elliott-Buckley**, Executive Director

West Side Family Place

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