

**Oakville Parent-Child Centre**  
**EarlyON Child & Family Support Educator**  
**Seasonal (Hourly) Position, 25-30 hours**

*Seasonal (Summer) position, Monday to Friday, Occasional Evening and Weekend shifts*

**Revision date:** 2022/03/24  
**Accountable to:** Manager, EarlyON Child & Family Centres

**The Oakville Parent-Child Centre, EarlyON Child & Family Centre is looking for an energetic, hard-working, relationship focused Educator who is passionate about supporting parents, children and families.**

**Your Fit:**

- This position requires an individual with a high-level of flexibility and strong understanding of family support practices, child development and adult education principles
- You are a team-player who is comfortable working in a variety of early learning settings, while maintaining sound decision-making skills and clear communication.
- Your creativity and initiative allow you to develop fun, welcoming, enriched, and inclusive environments that are engaging for all children and caregivers
- The successful candidate will possess an elevated level of empathy, intentionality, and the capacity to form meaningful relationships with children and their families, fellow educators, and the community at large.
- Personally, and professionally, you have a deep respect for the uniqueness of all children and families and have a strong commitment to leading high-quality programs that are inclusive, responsive in practice and celebrate culture and diversity

**Educator Responsibilities**

- Plan and deliver culturally appropriate and inclusive parent/caregivers' programs that promote positive adult-child interactions, healthy child development, child guidance techniques and positive parenting strategies
- Provide welcoming and inclusive environments and high-quality programs and services where children and families have a strong sense of value and belonging
- Set-up playrooms to ensure safe and stimulating high quality programs that meet the needs of all children, including children with extra support needs
- Communicate respectfully and responsively with families, parents, caregivers and children; work in partnership with parents and caregivers to meet the needs of children
- Model and include parents in the process of understanding how learning is happening through play during the program.
- Foster opportunities for parents and children to connect with each other and create meaningful peer relationships within the programs.
- Broker connections for parents with resources, services and programming that will foster a positive impact for families.

- Engage parents and caregivers in intentional conversations and experiences, sharing information on child development, inquiry-based learning and other important factors that support role as their child's first teacher.
- Utilize a variety of teaching techniques including modeling, active listening, observing, questioning, demonstrating, supporting and encouraging children
- Observe children for the purpose of creating learning opportunities that promote development within social, emotional, cognitive, language, sensory and physical domains
- Build upon the foundational knowledge into deeper reflection and investigation of children's thinking, development and the role of the educator using the Provincial documents "How Does Learning Happen?", "ELECT", and "Think, Feel, Act" for the purpose of documentation
- Keep accurate daily record keeping including attendance sheets, daily logbooks, participant records and program statistics.
- Create and maintain an environment that protects the health, security, and well-being of all
- Establish and maintain collaborative relationships with co-workers and community professionals working with children
- Participate in Community and Special Events which support the membership and promote the work of OPCC
- Perform other duties as assigned by the manager

#### **Qualifications and Skills**

- Early Childhood Education degree/diploma or equivalent and experience working with families and children. Please note: a combination of educational background (SSW, CYW, OCT, EA) and lived/work experience will be considered
- Where applicable, member in good standing with the College of ECE or equivalent
- Computer literate with working knowledge of Microsoft suite, zoom, email etc.
- Excellent written and verbal communication skills
- Position requires a valid certificate in Standard First Aid including Infant and Child CPR
- Current (within 6 months) criminal reference check and vulnerable sector screening
- Flexibility to work occasional evenings and weekends
- Access to a reliable means of transportation
- Possess a high level of comfort in working with parents and caregivers, familiar with adult education principles
- Have knowledge and expertise in child development, and inquiry-based learning
- Have working knowledge of How Does Learning Happen? ELECT, and Think Feel Act and experience in creating learning environments and facilitating learning opportunities for children in an Early Years setting
- Strong relationship building skills, clear communication, creativity, and innovation
- Be open to collaboration and teamwork and new challenges
- Ability to multi-task and take the initiative
- Fluency in a second language an asset