

The County of Dufferin is an upper tier municipality which sits on the fringe of the Greater Toronto Area, about 100 km northwest of Toronto. It is largely a rural county with three urban settlement areas. The region is well known for its rivers, rolling hills and excellent outdoor recreation opportunities. The UNESCO World Biosphere Reserve, the Niagara Escarpment and the world famous Bruce Trail, run through Dufferin offering spectacular vistas and hiking opportunities. Home to over 67,000 residents the area boasts fabulous restaurants, shopping and amenities. We are currently recruiting for a:

| EARLYON PROGRAM FACILITATOR<br>Permanent Part Time |   |
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| <b>JOB ID:</b> C50-24                              | <b>LOCATION:</b> Remote & EarlyON sites (Orangeville, Grand Valley and Shelburne) |
| <b>JOB TYPE:</b> Permanent Part Time (Non-Union)   | <b>DEADLINE TO APPLY:</b> 4:30 p.m. on June 11, 2024                              |

Reporting to the Program Supervisor of Early Years and Child Care, the EarlyON Program Facilitator is responsible for creating learning environments that reflect effective practices; facilitating responsive and interactive programs with parents/caregivers and their children up to the age developmentally of 6 years and providing relevant information and referrals to families in Dufferin County. Duties also include, but are not limited to, administrative requirements, community training, liaising with the County’s Community Pedagogist, as well as community agencies and committees, and adhering to the College of ECE’s Standards of Practice and Code of Ethics.

**What we can offer YOU!**

- A competitive hourly wage ranging between \$33.77 - \$39.50
- Eligible to enroll in OMERS pension plan
- Access to Perkopolis; discount, reward and benefits program
- Access to an Employee and Family Assistance Program
- Unlimited access to live and interactive webinars offered by the Canadian Centre for Diversity and Inclusion (CCDI)
- A supportive and collaborative work environment.

**What you’ll do**

- Interact with children and their parents/caregivers during play and inquiry-based learning
- Supporting families/caregivers by providing agency referrals and contact information
- Provide parents/caregivers with resources that reflect early years “best practices” and current research in child development
- Attend staff meetings and professional learning opportunities
- Contribute to building and enhancing an effective support team
- Responsible for the tasks in the OneHSN registration site
- Open and close site(s) – including but not limited to room set-up, opening and closing the OneHSN Kiosk and general operating duties
- Undertake housekeeping duties such as cleaning and disinfecting toys, washing equipment, and laundry
- Create an inclusive environment being mindful and supportive of children with additional needs;
- Provide child minding/programming while parent/caregiver attend workshops and targeted programs
- Collaborate with community partners and agencies to enhance services to families and promote programs; partners include Dufferin Child and Family Services, Community Living Dufferin, WDG Public Health, local school boards
- Other duties as assigned



## What you'll bring

- Post-secondary education in Early Childhood Education (ECE) Registered
- Member of the College of ECE, in good standing
- Minimum 6 months in the Early Years field
- Highly developed interpersonal skills and critical reflection skills
- Strong presentation planning and implementation skills
- Excellent customer service skills and the ability to work with a diverse client group in a professional manner
- Sound knowledge of "How Does Learning Happen? Ontario's Pedagogy for the Early Years.
- Possession of a valid Driver's License, a clear drivers abstract and the means to travel between work sites/outreach events as required.
- Must provide clear criminal reference check including vulnerable sector screening.
- Suitable work from home environment including reliable high-speed internet

The County of Dufferin strives to provide exceptional customer service to all its residents and visitors. To effectively do so, all positions at the County of Dufferin require a commitment to upholding the County's equity mandate through on-going and mandatory training and examining our day-to-day operations and impacts through an equity lens. Therefore, throughout the selection process, candidates will have demonstrated their ability to be anti-racist, equitable, inclusive, and respectful.

## Ready to apply?

Interested applicants are invited to submit a resume and cover letter before the closing date and time to: [hr@dufferincounty.ca](mailto:hr@dufferincounty.ca)

As an organization, we recognize the value of diverse perspectives and lived experiences, and the importance of creating an environment that embraces and supports these. We are committed to creating and fostering a workplace where all employees feel a sense of dignity and belonging. As such, we seek to attract, develop, and retain highly talented employees with a variety of identities and backgrounds, to better reflect the growing diversity of our region.

We actively encourage applications from members of groups with historical and/or current barriers to equity, including, but not limited to:

- First Nations, Métis and Inuit peoples, and all other Indigenous peoples.
- Members of groups that commonly experience discrimination due to race, ancestry, colour, religion and/or spiritual beliefs, or place of origin.
- Persons with visible and/or invisible (physical and/or mental) disabilities.
- Persons who identify as women; and
- Persons of marginalized sexual orientations, gender identities, and gender expressions.

We value the contributions that each person brings and are committed to ensuring full and equal participation for all in our workplace.

All applicants are thanked for their interest. Those chosen for next steps in the selection process will be advised by July 11, 2024. Information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of job selection and will not be used for any other reason. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.