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:

(HYBRID) EARLYON PROGRAM FACILITATOR
Permanent Part Time

Job ID: C79-26
Location: Remote and EarlyON Sites (Orangeville, Grand Valley and Shelburne)
Job Type: Permanent Part-Time (Non-Union)
Deadline to Apply: 4:30 p.m. on November 18, 2026
Vacancy Type: Current Opening

Reporting to the Program Supervisor, 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, collaboration with community agencies and committees, and attendance at community outreach events.

What we can offer YOU!

- A competitive hourly wage ranging between $39.56 – $46.40 (January 1, 2026 Non-Union Pay Grid);
- Hybrid work arrangements
- 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

- Respond to interests of children, creating learning environments for children to engage in play-based learning, and take cues from children
- Create an inclusive environment, being mindful and supportive of children with additional needs
- Planning and facilitating age specific programs and special events in centre, outdoors and virtually
- Offer story and song time on a regular basis
- Pedagogical Documentation of children's play
- Complete other EarlyON tasks, workshops, or activities as requested by the Supervisor/Manager
- Facilitate and plan for all aspects of all workshops hosted by EarlyON staff
- Provide child minding/programming while parent/caregivers attend workshops and targeted programs
- Collaborate with community partners and agencies to enhance services to families and promote programs;
- Welcome families to the EarlyON Centre(s), be available if they need extra support or help is needed
- Interact with children and their parents/caregivers during play and inquiry- based learning
- Maintain effective relationships with families, respecting confidentiality for all
- Supporting families/caregivers by providing agency referrals and contact information as well as resources that reflect "best practices" in the early years
- Engage parents/caregivers in discussions regarding their child's development and learning
- Conduct administrative duties including: welcoming families for each visit and maintaining program attendance records, conducting orientations with new families; providing and documenting referrals; data entry of participants and outreach efforts;
- Contribute to building and enhancing an effective support team
- Responsible for the tasks in the OneHSN registration site

- Maintain bulletin boards, social media etc. showing upcoming events
- Open and close site(s) – including but not limited to room set-up, opening and closing the OneHSN Kiosk and general operating duties
- Maintain a clean, safe work site by following health and safety practices
- Undertake housekeeping duties such as cleaning and disinfecting toys, washing equipment, and laundry
- Participate in ongoing training to ensure up to date working practices for compliance with the early years sector, municipal and provincial requirements
- Attend professional learning activities as needed or by request of Supervisor/Manager
- Adhere to the College of ECE's Standards of Practice and Code of Ethics and maintain good standing
- Support ongoing work for modernization/service delivery integration
- Attend divisional, departmental and sector specific meetings as required
- Attend meetings as needed with agencies and partners
- Other duties as assigned

What you'll bring

- Post secondary degree or diploma in Early Childhood Education
- Additional training and certification in mental health, child and youth care, social work, education, resource consulting, or other related field relevant to early childhood is preferred
- Member of the College of ECE, in good standing
- Standard First Aid Certification (or willing to attain within first month of start date)
- Safe Food Handler's Certification (or willing to attain within first month of start date)
- Minimum 1 year in the Early Years and Child Care field
- 3-5 years experience in a Social Services/child care environment is preferred
- Experience working with families with children who have diverse needs is preferred
- 2 Years Facilitation Experience leading workshops, presentations, programming, meetings, trainings, or other related initiatives in the early years sector is preferred
- Ability to coach and mentor in an inclusive, collaborative manner
- 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
- Skilled at collaboration while working remotely (as required)
- Sound knowledge of "How Does Learning Happen? Ontario's Pedagogy for the Early Years.
- Knowledge of computers, software, programs and databases
- Familiarity with programs, resources and services offered by the County of Dufferin, Community Services Department is preferred
- Knowledge of and/or connections to the local human services support providers/agencies in Dufferin is preferred
- Possession of a valid Driver's License, a clear drivers abstract and access to independent transportation to travel between work sites/outreach events as required.
- Must provide satisfactory criminal reference check including vulnerable sector screening.
- Must provide up-to-date immunizations. Please visit Public Health for current requirements.
- 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:

https://recruiting.ultipro.ca/COR5111CCOD/JobBoard/9cb23a5e-5b79-42a8-9922-562d830c2091/Opportunity/OpportunityDetail?opportunityId=4cdb3f37-462b-43cd-ad39-8664c6530e52

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.

Your past does not define your future. A criminal record will not necessarily disqualify you from employment with us. We evaluate each application individually.

All applicants are thanked for their interest. Those chosen for next steps in the selection process will be advised by December 4, 2026. 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.