

# **STRONG START FACILITATOR**

**Division: 5 (Assistant)**

**Reports to: Principal**

## **Job Summary**

With minimal direction from an administrator, the Strong Start Facilitator is responsible for the day-to-day operations of the Strong Start program including planning and implementing a drop-in environment where parents and caregivers participate alongside their children in interactive activities that concentrate on key aspects of early childhood development in a play-based setting.

## **Duties and Responsibilities**

- Ensures that programs and activities are developed and maintained in accordance with Strong Start BC guidelines.
- Creates a family-friendly environment that is safe and secure for young children and parents or caregivers.
- Plans and coordinates a variety of daily participant-oriented activities for drop-in clients, as well as special events and information sessions.
- Leads early learning activities including stories, music and art aimed at helping children grow linguistically, physically, socially and emotionally.
- Assists parents and caregivers in reflecting on a child's current learning and development and provides opportunities for parents and caregivers to observe and practice effective strategies that support early learning.
- Maintains current knowledge of early learning and childcare issues; community services, resources and supports for children and families; government, school district and school policies and procedures.
- Make referrals to community services as needed.
- Establishes connections with clients, school staff and community partners to assist families in a smooth transition to the school system.
- Promotes the Strong Start program and provides information on other community early learning opportunities to families.
- Assists in the preparation of the Strong Start budget.
- Purchases and maintains arts and crafts, equipment, materials and snack supplies.
- Maintains statistics and reports related to the Strong Start program as required by the district and the provincial government.
- Attends meetings and professional development opportunities that pertain to the Strong Start program.

### **Equipment Used**

Computer, photocopier, audio and video equipment, telephone, calculator and other office and classroom related equipment.

### **Required Knowledge, Ability, Skills**

- High school diploma and early childhood education certificate or equivalent.
- A Community Care Facilities Branch B.C. license to practice.
- Three (3) years' work experience in early childhood education including work experience in parent and child interactive programming.
- Experience in creating, planning, implementing and budgeting for a parent participation early learning program.
- A valid Class 5 driver's license
- Basic knowledge of computer functions.
- A valid Safety Oriented First Aid Certificate.
- Knowledge of community resources for families with pre-school age children.
- Knowledge of health and safety procedures including Workplace Hazardous Materials Information System and WorkSafe B.C. regulations.
- Ability to extend and model patience, care, tolerance and understanding, including an understanding of diverse ethnic populations.
- Ability to communicate effectively, both verbally and in writing.
- Ability to perform individually and as a part of a team.
- Ability to use tact, diplomacy and human relations skills for frequent contacts of a difficult, specialized or sensitive nature for such purposes as influencing, persuading or securing the cooperation of others when dealing with the public, parents, staff and children.
- Physical ability to perform duties related to the operation of a child care centre.