FAMILY RESOURCES EDUCATOR

JOB DESCRIPTION

1. Position Information

Position Title	Family Resources Educator
Department	Child & Family Services
Division	Child & Family Services – EarlyON
Reports To	Director of Social Services
Direct Reports	None (functional direction to program support staff)
Employment Status	Full-Time, Permanent
Probationary Period	Three (3) months
Pay Band	7

2. Position Summary

The Family Resources Educator is responsible for leading the day-to-day coordination, planning, and delivery of EarlyON Child and Family Centre programs and services that promote early childhood development, family well-being, and community engagement.

The position provides inclusive, play-based learning opportunities and educational resources for children from birth to six (6) years of age and their parents and caregivers, guided by Ontario's How Does Learning Happen? framework.

Working under the direction of the Director of Social Services, the Family Resources Educator coordinates program activities, provides day-to-day guidance to program support staff, maintains community partnerships, and delivers services locally and in neighbouring municipalities to enhance accessibility for families.

3. Primary Responsibilities

3.1 Program Planning and Delivery — 30%

- Lead the planning, development, and delivery of inclusive, developmentally appropriate EarlyON programs and activities for children and their families.
- Facilitate play-based and inquiry-based learning opportunities that support children's social, emotional, cognitive, and physical development.
- Organize and deliver playgroups, parent workshops, educational sessions, and family-centred activities.
- Develop programming consistent with the principles of How Does Learning Happen? and applicable EarlyON program requirements.
- Adapt activities to reflect the developmental needs, interests, cultural backgrounds, and circumstances of participating families.
- Evaluate program effectiveness and identify opportunities for continuous improvement.

3.2 Family Engagement and Support — 20%

- Establish positive, respectful, and supportive relationships with children, parents, and caregivers.
- Provide information and resources relating to child development, parenting, nutrition, early learning, and family well-being.
- Encourage parental and caregiver involvement in children's learning and development.
- Identify family needs and facilitate connections to appropriate community services and support organizations.
- Promote an inclusive and welcoming environment that respects the diversity of participating families.
- Respond to participant inquiries and concerns with professionalism, discretion, and sensitivity.

3.3 Program Coordination and Mobile Services — 20%

- Coordinate the daily activities and operations of EarlyON family resource programs.
- Develop activity calendars and coordinate program schedules to respond to community and participant needs.

- Organize and deliver mobile, outreach, and pop-up programming at approved locations within Hearst and neighbouring municipalities.
- Coordinate program materials, equipment, and logistical arrangements for off-site activities.
- Provide functional direction and day-to-day guidance to the Family Resource Assistant and other assigned program support personnel.
- Identify opportunities to improve program accessibility, participation, and service delivery.

3.4 Community Partnerships and Outreach — 10%

- Develop and maintain collaborative relationships with schools, community organizations, social service agencies, and other early years service providers.
- Promote EarlyON programs and services through community outreach, activity calendars, approved social media, and other communication channels.
- Participate in community initiatives, events, and collaborative activities that support children and families.
- Identify opportunities for partnerships that enhance available services and resources.
- Represent the program at relevant community meetings and activities, as directed.

3.5 Program Administration and Reporting — 15%

- Maintain accurate attendance records, participation statistics, program documentation, and other required information.
- Prepare activity summaries, program reports, and statistical information to support municipal and applicable funding requirements.
- Contribute to the development of annual program objectives, work plans, and activity schedules.
- Monitor program participation and provide recommendations for service improvements.
- Assist with monitoring program expenditures and coordinate routine purchases within approved budgets and delegated authority.
- Maintain the confidentiality and security of participant information in accordance with applicable legislation and municipal policies.

3.6 Program Resources and Facility Readiness — 5%

- Maintain an organized, clean, and welcoming environment for children, parents, and caregivers.
- Ensure toys, educational materials, equipment, and family resource or lending-library materials are accessible, appropriately maintained, and inventoried.
- Identify equipment deficiencies, maintenance concerns, and supply requirements.
- Assist with the setup, cleanup, and preparation of program spaces and activities.

4. Leadership and Human Resources Responsibilities

- Provide day-to-day leadership, task assignments, guidance, and support to the Family Resource Assistant and other assigned program support personnel.
- Assist with the orientation and training of new employees, students, and volunteers involved in program delivery.
- Promote teamwork, effective communication, and a positive working environment.
- Share program observations and operational concerns with the Director of Social Services.
- Demonstrate professionalism and adherence to municipal policies, procedures, and workplace expectations.

The position provides functional leadership and program coordination but does not exercise formal supervisory authority over employee performance management, discipline, or hiring decisions.

5. Occupational Health and Safety Responsibilities

- Comply with the Occupational Health and Safety Act, applicable regulations, and municipal health and safety policies and procedures.
- Maintain safe, clean, and hygienic program environments appropriate for young children and participating families.
- Identify and report workplace hazards, unsafe conditions, incidents, and equipment deficiencies.
- Follow established emergency response, first aid, incident reporting, and safe work procedures.
- Promote safe practices during indoor, outdoor, and mobile program activities.
- Ensure activities and program materials are appropriate for the age and developmental abilities of participating children.
- Fulfill the duty to report suspected child abuse or neglect in accordance with the Child, Youth and Family Services Act, 2017.

6. Decision-Making Authority

The Family Resources Educator exercises independent judgment in:

- Planning, organizing, and adapting routine program activities within established objectives and guidelines.
- Coordinating daily program operations, schedules, and assigned work activities.
- Selecting appropriate educational resources, learning activities, and program delivery approaches.

- Responding to routine participant needs, concerns, and operational issues.
- Recommending improvements to program accessibility, engagement, and service delivery.
- Coordinating approved outreach activities and community partnerships.

Decisions involving significant program changes, expenditures beyond delegated authority, personnel matters, or issues with broader operational implications are referred to the Director of Social Services.

7. Qualifications

Education and Experience

- Diploma in Early Childhood Education and current registration in good standing with the College of Early Childhood Educators (RECE).
- Minimum two (2) years of related experience in early childhood education, EarlyON programming, or a comparable family resource environment.
- Experience coordinating programs, activities, or community outreach is an asset.
- Commitment to ongoing professional learning and compliance with applicable College standards.

Knowledge and Skills

- Knowledge of early childhood development, family-centred programming, and Ontario's How Does Learning Happen? framework.
- Understanding of EarlyON Child and Family Centre program objectives and service delivery expectations.
- Ability to plan and facilitate inclusive, developmentally appropriate learning experiences.
- Strong interpersonal, communication, organizational, and time management skills.
- Ability to effectively engage children, parents, caregivers, and community partners.
- Demonstrated initiative and ability to coordinate multiple activities with minimal supervision.
- Proficiency in Microsoft Office and basic electronic recordkeeping and reporting systems.
- Ability to exercise discretion and maintain confidentiality when handling sensitive information.

Certifications and Licences

- Valid First Aid certification.
- Valid Ontario Class G driver's licence.
- Maintained registration with the College of Early Childhood Educators, where required by the applicable qualification criteria.

Additional Requirements

- Fluency in French and English, both written and spoken.
- Ability and willingness to work flexible schedules, including evenings and weekends, as required by programming.
- Ability and willingness to travel locally and to neighbouring municipalities to deliver programs and services.
- Ability to lift and carry materials and equipment weighing up to twenty (20) pounds.
- Satisfactory Vulnerable Sector Check dated within six (6) months of submission, or the ability to obtain a new one as a condition of employment.
- Provide immunization records and documentation, as required by applicable Ministry and local public health requirements, subject to applicable exemptions.

8. Core Competencies

- **Community and Family Service:** Demonstrates a welcoming, inclusive, and responsive approach to supporting children and families.
- **Communication:** Communicates clearly, respectfully, and effectively with participants, colleagues, and community partners.
- **Planning and Organization:** Effectively coordinates activities, schedules, resources, and competing priorities.
- **Leadership and Initiative:** Provides positive day-to-day guidance, takes initiative, and contributes to effective program operations.
- **Collaboration:** Develops and maintains constructive relationships with colleagues, families, and external organizations.
- **Adaptability and Problem-Solving:** Responds effectively to changing program needs and identifies practical solutions.
- **Professionalism and Accountability:** Demonstrates sound judgment, confidentiality, reliability, and commitment to municipal standards.

9. Working Conditions

- Work is performed primarily in EarlyON program facilities, community locations, and other approved indoor and outdoor settings.
- Regular interaction with young children, parents, caregivers, colleagues, and community partners.
- Frequent standing, walking, bending, kneeling, and active participation in children's activities.

- Physical requirements include lifting, carrying, and transporting program materials and equipment weighing up to twenty (20) pounds.
- Regular local travel and periodic travel to neighbouring municipalities for mobile programming, outreach, and service delivery.
- Work schedules may include evenings and weekends, as required to meet programming and community needs.
- Exposure to varying noise levels, changing activity demands, and environments involving groups of young children and families.

10. Performance Expectations

- Deliver high-quality, inclusive, and developmentally appropriate EarlyON programs and services.
- Coordinate daily activities and mobile programming effectively and in accordance with established objectives.
- Maintain positive working relationships with participating families, colleagues, and community partners.
- Ensure accurate and timely completion of required records, statistics, and reports.
- Maintain safe, organized, and welcoming learning environments.
- Demonstrate initiative, sound judgment, professionalism, and accountability in carrying out assigned responsibilities.
- Contribute to continuous improvement of program accessibility, participation, and service quality.

11. General

This job description reflects the general nature and level of responsibilities associated with the position and is not intended to represent an exhaustive list of duties.

The employee may be assigned other related duties consistent with the nature and qualifications of the position, as directed by the supervisor.