



Job Title: Program Facilitator - Royal Oak Neighbourhood House

Job Summary: Plans and implements activities for children that nurture their development, provides education and support to caregivers/parents, and facilitates programs for older adults at Royal Oak Neighbourhood House.

Reports to: Community Engagement Coordinator

Key Duties & Responsibilities

Early Learning Drop-in Programs

- Creates programming for children 0-4 to address social/emotional, cognitive, communication and physical aspects of a child's development
- Maintains an awareness of potential areas for concern experienced by children and families, to be able to offer support/referrals if needed

Parent Education & Support

- Models appropriate interpersonal and parenting skills
- Offers parent education, child development and health and safety information for parents through conversation, printed materials, and display boards
- Provides opportunities that create networking opportunities for parents/caregivers
- Works to ensure all families feel connected to drop-in programs
- Acts as a referral agent as necessary

Older Adult Programs

- Facilitates weekly social drop-in for older adults in the Royal Oak community
- Recruits new participants through outreach into the community and collaboration with local groups
- Invites guest speakers, creates responsive programming

Administration/Operations

- Maintains day-to-day operations of RONH (attendance, donations, supplies)
- Maintains supplies and general upkeep of space
- Performs regular cleaning duties
- Responds to rental inquiries

- Staffs weekend rentals, as needed. This includes providing excellent customer service, helping renters access equipment, ensuring the rental agreement is respected, and being available in case of emergencies.

Qualifications

Education, Training & Experience

- Minimum 3 years' experience working with children
- Experience working with older adults/seniors preferred
- Post secondary training in Early Childhood Education or Child & Youth Care preferred
- Experience facilitating programs
- Current First Aid & CPR certification
- Criminal Record Check

Skills and Abilities

- Knowledge of child development
- Knowledge of the scope of programs and resources available across Greater Victoria to families with young children
- Excellent communication skills, flexible, personable, self-directed, and dependable
- Demonstrated ability to work independently and unsupervised
- Ability to work cooperatively with other staff and community participants
- Ease with computers, including navigating online booking calendars and using G-Suite (GMail, Google Drive, etc)

Schedule: 15 hours/week. Must be available: Monday mornings, Tuesday mornings and afternoons, and Friday mornings. Potential additional weekend hours when the facility is being rented.

Compensation: \$18.41/hour

Please submit your cover letter and resume to Beatrice Toner, Community Engagement Coordinator: beatrice@snplace.org (Subject Line: RONH Program Facilitator) before Friday August 2nd, 2:00pm.