

Job title: Strong Start Parent and Child Time Facilitator

Last updated: September 2026

Wage: \$26.72/hour

Job/Position Summary:

The Strong Start Parent and Child Time Facilitator is an employee of Kaslo Community Services Society(KCS). The Strong Start Parent and Child Time Facilitator will work collaboratively with the Early Years Coordinator, Executive Director, and other program staff to plan and deliver the Strong Start Parent and Child Time Program.

The Strong Start Parent and Child Time Program shall include the following activities:

1. Organized activities such as story time and circle time with songs and rhymes
2. Access to books, art materials, puzzles, and resources, etc.
3. Play areas that promote creativity, imagination, exploratory individual and group play (such as water, sand, clay, blocks)
4. Movement and large muscle play activities
5. Snack time, with food that promotes health eating

Services are delivered in the Kaslo and Meadow Creek Family Resource Centres.

All staff will adhere to policies developed by the KCS Board and guidelines developed by the Executive Director.

Key Duties & Responsibilities

1. Plans, delivers and evaluates developmentally appropriate play-based activities and experiences for children using modelling, observing, questioning, demonstrating and reinforcing techniques. Develops programs that include indoor/outdoor, active/quiet group activities.
2. Identifies the abilities, interests and needs of children and develops group curriculum based on these.
3. Sets-up and cleans-up of all onsite services during program operation. Lifting and physical activity is required.
4. Prepares or supervises preparation of all snacks, coffee, tea, etc., for program participants.
5. Recommends referrals or additional services to parents based on their needs or work in consultation with professionals in the community.
6. Communicates with Early Years Coordinator concerns or changes needed to deliver services based on best practice.

7. Ensures a healthy and safe environment in which the children and parents can interact. Identifies and removes potential hazards.
8. Takes an active role in welcoming clients and visitors to the Centre. Develops positive rapport with all families including families with greater vulnerabilities and children who require more support with their behaviour. Models positive discipline strategies with parents.
9. Practices and models respectful communication with participants from birth through to adulthood.
10. Communicates with families about children's growth and development. Requests input from and participation of parents in the development of programs.
11. Ensures all required registration forms and attendance sheets are filled out by program participants.

Supervision Received:

The Strong Start Parent and Child Time Facilitator reports to the Early Years Coordinator of KCS.

Supervision Given:

The Strong Start Parent and Child Time Facilitator may supervise volunteers and Childminders.

Education and work experience

- Education in Social Work, Child and Family Development or Early Childhood Education or related fields is an asset.
- Minimum 2 years related experience and or equivalent combination of education, training, and experience.
- Strong knowledge and awareness of age appropriate programming and developmental needs of children.
- Experience working with children, parents, school personnel and community partners is essential.
- Good understanding of Strong Start and Family Resource Centre philosophy and best practice principles.

Skill requirements

- Enthusiasm for working with parents and children with diverse backgrounds and abilities.
- Physical ability to set-up and remove resources and equipment in a variety of settings.
- Good oral and written communication skills.
- Ability to work independently with efficient time management skills.
- Ability to work professionally, collaboratively and respectfully with children and their families as well as with school, community and agency personnel.
- Reliable, consistent, and mature.
- Patient, non-judgmental, and interested in helping others.

Additional Information:

Conditions of Employment:

- Satisfactory Criminal Record Check
- Current First Aid/CPR Certification appropriate to the age of the populations being served (e.g., Child Care emergency first Aid or the Child Care Standard First Aid)