



**EarlyON - Resource Facilitator - ECE**  
**Temporary Full-time Contract, ending December 31, 2026**  
**35 Hours / Week**  
**Location – Town of Parry Sound**

Employment with the District of Parry Sound Social Services Administration Board offers an opportunity to make a positive contribution to our community. Providing caring human services, we are a forward-thinking organization focused on continuous improvement, employee growth and development, and providing exceptional service. We are dedicated to upholding a respectful and inclusive workplace with PSDSSAB values, supporting our employees, and offering generous compensation, benefits, and pension packages. We also encourage ongoing professional development and a healthy work-life balance.

### **Overview of the Opportunity**

For the duration of the **temporary contract**, the **Resource Facilitator** will work collaboratively to develop, promote, and support high-quality learning opportunities for children 0-6 years of age at **EarlyON Child and Family Centres** in the district of Parry Sound. The role provides age-appropriate play-based participatory activities using the four foundations embedded in the Ontario pedagogy, 'How Does Learning Happen?'. The **Resource Facilitator** is responsible for developing and presenting engaging and educational resources for parents, caregivers, and community partners. Resource Facilitators may be responsible for assisting with the organization of workshops (i.e., the Moms to Moms program) and the sharing of workshops offered by community partners. This position may require work outside of regular business hours to attend community outreach events. Work includes direct interaction with children that can be physically demanding.

### **Required Qualifications Include**

- Early Childhood Education Diploma, and current membership in good standing with the College of E.C.E. or an equivalent combination of education, training, and program-related experience as determined by the College of E.C.E.
- Excellent knowledge of current child development trends.
- Strong written and verbal communication skills.
- Ability to plan and implement inclusive programs that are accessible and responsive to children, parents, caregivers, and community partners with varying abilities, cultural language, socio-economic, sexual orientation, and religious backgrounds.
- Ability to work independently, as well as part of a team.
- Ability to communicate with children, adults, and community partners in a friendly and cooperative manner.
- Basic level of computer skills.
- Food Handler Certificate required.
- Valid certification in Standard First Aid, including Infant and Child CPR.
- Clear Vulnerable Sector Check.
- Must have a valid class G driver's license, access to a reliable vehicle, and the ability to travel throughout the District as required.

## **Principal Responsibilities Include**

- Interact with families and community partners with an educational and collaborative approach and provide role modeling in a friendly, informal play atmosphere.
- Plan and implement high-quality play-based activities that follow the Emergent Curriculum philosophy and are child-directed, stimulating, and developmentally appropriate to the needs and ages of the children attending the programs.
- Promote the EarlyON Child and Family Centres at community outreach events.
- Work includes direct interactions with children, which can be physically demanding. This position is responsible for lifting and carrying children and equipment and will need to spend time sitting on the floor or child-sized furniture.

A full copy of the job description, including full qualifications and responsibilities, is available upon request from [jobs@psdssab.org](mailto:jobs@psdssab.org)

- Remote work is not available for this position.

## **We are proud to offer the following to our contract employees**

OMERS Pension with 100% matching contributions, generous paid sick time, Employee Assistance Program, and professional development.

## **Starting Wage**

\$26.06 / hour, as per Collective Agreement, plus 4% vacation pay.

## **Classification**

OPSEU – Resource Facilitator - ECE

Status – Temporary Full-time Contract

This is not a vacancy

**Please submit a cover letter & resume referencing job ID 26U-23 by June 21, 2026**

**Attn: Danielle Villeneuve, CHRP, Director of Human Resources, Email: [jobs@psdssab.org](mailto:jobs@psdssab.org)**

1 Beechwood Drive, Parry Sound, ON P2A 1J2

**To view other employment opportunities, visit [www.psdssab.org/employment](http://www.psdssab.org/employment)**

We thank all applicants for their interest in this position; however, only those selected for an interview will be contacted.

Personal information is collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act R.S.O. 1990, c. M.56, and will only be used to determine employment eligibility. Questions about the collection of information may be directed to the Privacy Officer at 705-746-7777 Ext. 5264.

The DSSAB welcomes and encourages candidates from First Nations, Métis, and Inuit, racialized and 2SLGBTQ+ communities, women, and people with disabilities. The DSSAB is committed to an inclusive and barrier-free recruitment process and work environment. In accordance with the AODA, if you require accommodations, please contact the HR department. As a designated employer under the French Language Services Act, we are committed to providing clients with access to our programs and services in French. Bilingualism is considered an asset for all positions.

