



Family Literacy Facilitator

Job Purpose

The Family Literacy Facilitator works in collaboration with the Family Literacy Coordinator and Program Manager in providing facilitation and evaluation for Foundations' Family Literacy programs and events.

Primary Duties and Responsibilities

The Family Literacy Facilitator performs a wide range of duties including:

1. Coordinate and deliver family literacy programming and events

- Work with community partners to deliver events and programs that meet our target demographics
- Facilitate programs with parents and children
- Prepare program materials
- Monitoring all programs to ensure successful completion
- Gather data, program evaluations, and personal anecdotes
- Ensure communication is clear to partners, Program Manager, and Foundations' staff on the progress, successes, and challenges of programs
- Review the quality of the work completed with the program team on a regular basis to ensure that it meets the standards and expectations of Foundations

2. Administrative Functions

- Submit monthly reports to Program Manager
- Identify and evaluate the risks associated with program activities and take appropriate action to control the risks
- Maintain forms and records to document program activities and volunteer activities
- Train family literacy volunteers and ensure proper screening is completed prior to utilizing them
- Coordinate volunteers according to the established policies and practices of the organization
- Identify volunteer assignments that provide meaningful work for volunteers

3. Evaluate the project

- Ensure evaluation data is entered in a timely manner
- Report evaluation findings to the Program Manager and recommend changes to enhance the program, as appropriate
- Ensure that the project deliverables are on time and at the required level of quality
- Allow a reasonable amount of time to ensure data collection and evaluation is completed. This may mean no programming during December or June.
- Work with the Program Coordinator to evaluate the outcomes of the project as established during the planning phase.

Qualifications

Education

- Early Childhood Education Diploma
- Education or social work degree preferred
- Provide a current criminal record check with vulnerable sector search

Knowledge, skills, and abilities

- Ability to facilitate adult and family literacy programs and workshops
- Prior experience in working with parents, preschool children, toddlers and infants
- Good knowledge of early childhood and adult learning principles
- Understanding and appreciation of cultural adaptation
- Ability to monitor and assess learning progress and provide objective feedback on achievements and learning process
- Proven skill at developing positive and collaborative working relationships with a variety of individuals to support learning
- Demonstrated ability to establish and maintain relationships with clients while setting appropriate boundaries and acting as a role model

Personal characteristics

The Family Literacy Program Facilitator should demonstrate competence in some or all of the following:

- *Behave Ethically:* Understand ethical behaviour and business practices and ensure that own behaviour and the behaviour of others is consistent with these standards and aligns with the values of the organization.
- *Communicate Effectively:* Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.

- *Foster Teamwork*: Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
- *Make Decisions*: Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the organization.
- *Plan*: Determine strategies to move the organization forward, set goals, create and implement actions plans, and evaluate the process and results.
- *Solve Problems*: Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.

Working Conditions

- Please be advised that Foundations has a Covid-19 Vaccination Policy to protect the health and safety of all who work with us. We will require proof of vaccination to demonstrate a 'fully vaccinated' status as defined by the Public Health Agency of Canada prior to commencing with us, and periodically from time to time as reasonable throughout involvement with our organization
- The Family Literacy Facilitator works a standard work week but may be required to work some evenings and weekends to meet project milestones
- Valid driver's license and access to a vehicle mandatory