



Job Posting

Family Place Facilitator – Part Time

The Burnaby Neighbourhood House serves as a community focal point – a place where families and individuals can receive support and services; a place where new immigrants become involved in their community and can find information and resources that will help them with their adaptation and integration into the community; where seniors and youth can gather; and where all these groups can come together in activities and events that aim to link generations and cultures and create a stronger community. We seek the involvement and input of community members in the development and implementation of supportive programs and services and draw residents together to create a healthier community through their involvement.

Job Description: The position of Family Place Facilitator requires a positive, energetic, creative, and experienced person. The Family Place Facilitator is responsible for running four to five weekly drop-in programs located in two BNH's sites parents/caregivers with children aged birth to five years old.

General Duties and Responsibilities:

This role involves:

- Planning and implementing all Family drop-in activities in collaboration with the Family Place Coordinator
- Set up and take down of program supplies/activities including light cleaning and centre maintenance.
- Providing a safe and welcoming atmosphere for participants to engage in shared activities supporting the social, emotional, physical and cognitive development of their child.
- Guiding and supporting “parenting best practices” to better support child development
- Assisting in developing strategies for parents with their children’s challenging behaviour
- Provide one on one conversations and support for parents/caregivers
- Develop a positive relationship with participants
- Ensures safety of all participants in the program.
- Promote BNH program philosophy ensuring program participants have the opportunity to connect with other BNH program areas.
- Support and provide leadership for program volunteers
- Coordinate with staff and volunteers to implement and evaluate program outcomes.
- Participate in regular staff meetings and training sessions.
- Other duties as required

Qualifications:

- ECEA Certificate and/or equivalent education and work experience in an early years setting
- Excellent verbal and written communication skills.
- Knowledge of Early Childhood Development strategies.
- Knowledge of and ability to model and apply different parenting techniques.
- Knowledge and skillset facilitating group programming - including planning early years arts, activities and circle time.
- Knowledge of the Burnaby community and resources.
- Knowledge and awareness of issues surrounding diversity and multiculturalism.
- Ability to be culturally sensitive, respectful, confidential and caring when dealing with diverse values, beliefs and lifestyles.
- Proven experience and skills working and connecting with people from a variety of backgrounds.
- Ability to work independently and as a team player.
- Willingness to be flexible and adaptable in the workplace.
- First Aid Certification
- Clear Criminal Record check

Assets:

- Second language.
- Driver's license and access to a vehicle.
- Infant/toddler Certificate
- Special Needs Certificate
- Food Safe Certificate

Hours of Work & Rate of Pay:

Monday – Friday 9:00 am – 12:00 pm

Rate of Pay: \$21.34-21.98 ECEA or RA, \$22.10-22.77 ECE (depending on experience)

Closing Date: Monday, January 26th, 2026

Please reply with resume and cover letter quoting the position you are applying for along with copies of training certificates to: northoutreach@burnabynh.ca

Position start date: As soon as possible.

We thank all who apply however, only those candidates to be interviewed will be contacted. No phone calls please.