Parent Tot Facilitator

Location: Whistler – Myrtle Philip School
Hours of Work: 12hrs/wk; Tues-Thurs, 8:30am-12:30pm
Nature of position: Permanent, Part-Time

Compensation: $25.95
Position posted on: January 21, 2026
Start date: As soon as possible

ABOUT SSCS:
Founded in 1978, Sea to Sky Community Services (SSCS) is a leading social service provider in BC's Sea to Sky Corridor. We operate within a large geographic area - from Pemberton to Britannia Beach. We offer 41 programs and services that support and enhance the lives of residents through all ages and stages of life. Our programs include early childhood development, childcare, counselling, family support, youth services, community living services and affordable housing. We help create healthy, connected and diverse communities where everyone can grow, develop and lead meaningful lives.

Contribution:
The Facilitator works along with other staff to create an environment, which will provide a positive and enriching experience for parents and children attending the Parent-Tot Drop In.

Qualifications:
1. Basic Early Childhood Education Certificate, or equivalent education and experience working with families.
2. Food Safe Certificate.

Job skills and abilities:
1. To be skilled in the areas of:
    a. Communication
    b. Parenting Education
    c. Counselling
    d. Knowledgeable re: community resources

Responsibilities:
1. Attend meetings as requested by the Manager.
2. Abide by and support the Manager's direction and decisions.
3. Supervise Parent-Tot Facilitator 2
4. Set up program materials for drop-in, keep equipment and rooms clean and in good order.
5. Interact with the children and parents in a manner that clearly conveys acceptance and understanding.

6. Develop and set up structured and unstructured play activities for children 0-6 years of age.
7. Model appropriate communication and disciplinary strategies with children.
8. Encourage parent involvement in programs (programming) and work with Parent Advisory by maintaining communication, offering support to strategize their vision of Parent & Tot.
9. Keep records as requested by the Manager/Director.
10. Work co-operatively with facilitator on the up keep of toy lending library.
11. Supervise volunteer staff and maintain volunteer programming.
12. Purchase toys, equipment and materials as needed.
13. Supervise the maintenance of the clothing exchange and encourage parent participation.
14. Other related duties as required.

Requirements:

1. Criminal Record Review.
2. Signed confidentiality form.
3. First Aid Certificate
4. Approved reference check.

Benefits and Perks:

Healthcare: We offer an extended health program for employees who work 20 hrs/wk or more. The program through Group Health covers MSP premiums, dental, vision, prescription medication, select alternative therapies, life insurance, and long-term disability. We also have an Employee and Family Assistance program. The premiums of the plan are 100% paid by the employer.

Vacation & Leave: Employees accumulate 6% vacation pay on all hours worked in the first and second year of employment. After the first two years of employment, they earn one additional day of vacation per year of service, to a maximum of 35 workdays.

Retirement Pension: When eligible, an employee will be enrolled in the Municipal Pension Plan with a matching contribution by SSCS.

Other Perks: Casual dress, employee events, on-site parking, paid sick days, and more.

Compensation: As per the BCGEU Collective Agreement, the wage is $25.95 per hour.

Apply today: jobs@sscs.ca