



YMCA Northumberland currently has an opening for the following vacant position:

EarlyON Site Lead – Grafton and Colborne Locations

Prepared April 2025

Prepared May 2026

Title: EarlyON Site Lead

Position: Contractual/Salaried

Wage Range: \$41,860 - \$43,115 per annum (commensurate with experience) based on 35 weekly hours

Reports to: EarlyON Supervisor/Site Lead

Position Summary:

EarlyON Centres are welcoming and inclusive environments offering a wide range of high-quality child and family centred services. These services are developed and provided by Community Partners collaborating to build on the four foundations of “How Does Learning Happen”: Belonging, Well-being, Engagement and Expression.

The EarlyON Site Lead position is a partnership between the County of Northumberland and YMCA Northumberland where the EarlyON Site Lead will function as a member of a unified team across all Northumberland EarlyON sites. Therefore, reporting of all administrative functions such as payroll, sick/vacation time, etc. will be the responsibility of YMCA Northumberland. The EarlyON Site Lead’s program function will be directed as noted below by the EarlyON team led by Northumberland’s EarlyON Coordinator. Performance management will be the responsibility of YMCA Northumberland with input from the EarlyON Coordinator. YMCA Northumberland will be responsible for training including Occupational Health and Safety/WHMIS, AODA, Child Protection Standards, site specific mission/vision/values and other legislative requirements. Confidentiality sign offs will be required both at the Agency and the County levels.

As a contributing member of the EarlyON team, the Site Lead will be responsible, with the team, to plan and evaluate the delivery of core services within the Ministry of Education and County of Northumberland’s guidelines and policies. The team will also develop partnerships with other agencies to deliver segments of core services. The Site Lead will be responsible to ensure implementation of core services at their site and on occasion to assist in implementation at other sites. This implementation will include direct delivery of the Early Learning core service and coordination with the team, EarlyON Coordinator and partners to deliver other services. In some instances, the Supervisor/Site Lead will be responsible for the delivery of all core services at their specific site.

Qualifications:

- Member in good standing with the College of Early Childhood Educators or demonstrated commitment to becoming a member
- Clear Police Records Check with the Vulnerable Sector
- Valid Infant /Child First Aid and CPR – Level “C”
- Triple P certifications



Knowledge:

- Knowledgeable of current best practice, in the pedagogy of Early Learning and Care, including “How Does Learning Happen”? “Think Feel Act”, College of ECE “Code of Ethics and Standards of Practice”.
- Best practice in engaging families
- Awareness of community services including children and family services and supports
- Infant/child growth and development

Experience and Skills:

- Demonstrated ability to work as an effective team member
- Experience in an Early Learning and Care site
- Experience working with families, agencies and other social services
- Demonstrated interpersonal communication skills, both verbal and written
- Ability to work independently
- Reflective practice and self-directed learning

Responsibilities:

1. To be an effective member of the EarlyON Team, Site Leads will work together to plan, implement and evaluate all core services as well as the development of community partnerships. To ensure that all EarlyON service delivery and support programs are consistent with this development, planning and evaluation across all Northumberland County
2. To provide quality EarlyON drop-in programs that reflect “How Does Learning Happen”? pedagogy, engaging parents/caregivers and children at the EarlyON site and when required at outreach sites, or other EarlyON sites.
3. To work in a multi-disciplinary team with community partners to provide parents/caregivers with information on pre and post-natal supports and programs, child development, parenting, nutrition, play and inquiry-based learning.
4. To respond to parent/caregiver concerns about their child’s development and to make connections /referrals as necessary following EarlyON protocol and policy.
5. To assist in the development and implementation of EarlyON communication strategy to ensure parents have timely, accurate and helpful information regarding other services and supports for children and families, including specialized services.
6. To participate in targeted outreach programs as planned by the EarlyON team.
7. To participate in the collection of data, evaluation of programs, services and team function per the EarlyON process and policy.
8. To follow Agency policies and to follow all Northumberland County EarlyON policies on marketing, quality assurance, and other policies developed by the EarlyON team.
9. To represent the EOs at community meetings such as Triple P etc.



Work Environment:

- Primarily inside work with outside work dependent on the specific job function requirements and program offered
- Flexible work week based on service offerings and staff availability and will include weekdays, evenings and weekends as required.

YMCA Northumberland welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

Please submit a letter of application and resume by Friday June 19th, 2026 to:

Cindy Marshall, EarlyON Supervisor/Site Lead
YMCA Northumberland, 339 Elgin, Cobourg, Ontario K9A 4X5
cindy.marshall@nrt.ymca.ca

Only those being considered for the position will be contacted.

