



VOLUNTEER JOB DESCRIPTION

After School Program Helper

Term: September to June

Hours: Monday-Friday, 4-5:30pm (7.5 hours/week)

Reports to: Manager of Language, Child & Youth Programs

Position Summary: The After-School Program Helper assists the Lead Youth Workers & Program Assistants in helping deliver the After-School Programs, especially in the areas of snack preparation and cleaning. Supervision on occasional field trips may also be required and weekend work for special events.

Main Responsibilities:

- Reminding participants to sign-in and out of the program
- Preparing and serving healthy snacks for program participants (menu is pre-determined and food is supplied)
- Cleaning snack and table areas with approved disinfectant
- General area cleanliness and safety
- Making phone calls to families to notify them if children are absent from the program
- Completing monthly sheet of volunteer hours and submitting to Program Manager
- Reports any safety or other concerns immediately to the After-School Program Lead Youth Worker
- Must be able to take direction from the After-School Program Lead Youth Worker
- Adhering to Caldwell Family Centre Policies & Procedures

Qualifications:

- Successful completion of a criminal reference check for the vulnerable sector is needed
- A minimum of 1 years' experience with children and youth is needed
- Excellent English language skills are needed
- Knowledge of other languages is considered an asset
- Food Handler Safety Training Certificate is desirable
- WHMIS Certificate is desirable
- Current First Aid/CPR Certificate is needed

Please contact Kathy: 613-728-1800 extension 332 if you have the qualifications that are needed, above, to arrange an interview.