



**JOB DESCRIPTION: After School Program-SUPPLY Program Assistant
For children aged 6-12 years**

Reports to: Child and Youth Program Manager

Position Summary: The After-School Supply Program Assistant assists the Lead Program Worker (& other staff and volunteers) in overall program delivery (fostering positive study habits, assists with homework completion and implements social recreation, leadership and other activities) for children aged 6-12 years in a low-income housing community; the Program Assistant uses a non-judgmental, strengths-based approach to promote positive behaviour. This is an on-call position.

Main Responsibilities

- Assists the Lead Program Worker with helping participants develop positive study habits (e.g. checking agendas, looking at project due dates), assists with internet research as needed
- Identifies needs and interests of participants and ensure participants have input into program planning
- Assists the Lead Program Worker with the development and implementation/facilitation of the program that develops self-confidence, social and life skills of participants while maintaining a professional attitude and appropriate professional boundaries
- Promotes community volunteerism and recognizes volunteers
- Creates a supportive environment for participants to address barriers they may be experiencing
- Supports the Executive Director, Child and Youth Program Manager, other After School Program staff, volunteers, and clients
- Helps track participants' homework completion, helps prepare/distribute healthy snacks and ensures participants sign in and out each day
- Adheres to the Caldwell Family Centre's Mission, Values, Policies and Procedures (including Behaviour Guidance, Reporting of Child Abuse, Incident Reporting and Outdoor Play Policies)
- Ensures participants are supervised always; ensures safety and cleanliness of program areas; reports any concerns immediately to the Program Lead Worker
- Other duties as assigned

Qualifications

- Ability to work during scheduled program hours
- Post secondary education in health or social services, child and youth worker program, ECE, Recreation or equivalent combination of education and a minimum of 1-year relevant experience
- Training and experience in-group facilitation and leadership development
- Experience working with high-risk children, knowledge of related community resources is an asset
- Excellent communication skills
- Fluency in English and French
- Valid First Aid and CPR (level C) is required

Email cover letter & resume to: programs@caldwellcentre.ca. No phone calls please.