



JOB DESCRIPTION: Summer Student, Child & Youth Team

Term: May 28-August 28

Hours: As per agreed upon schedule

Rate of Pay: \$15

Reports to: Child and Youth Program Manager

Position Summary: The Summer Student, Child & Youth Team will work in various Caldwell Family Centre programs as needed, would assist with data entry and other administrative tasks, perform outreach and assist with organizing Caldwell Family Centre events.

Main Responsibilities:

- Assists the ECE in age/culturally-appropriate program planning for children aged 19 months to 6 years old that adheres to Caldwell Family Centre policies and procedures and Centre's vision, mission and values
- Helps maintain allowed toddler and preschool spaces in the program
- In consultation with the ECE, ensures the facilities meet program needs and applicable codes and regulations, reports any risks to the Child and Youth Program Manager
- Provides support and direction to children in overall programming and in complex and high-pressure situations
- Ensures that they remain up to date on First Aid/CPR and WHMIS training and provides the Child and Youth Program Manager with copies of all professional development for their Human Resources file, prior to the work start date
- Performs data entry for LINK2Feed and Caring & sharing (Backpack Registration)
- Performs outreach activities in the community (including assisting with and attending community events)
- Assists in conducting program registration
- Provides support in the Baby Depot program (including ordering supplies, stocking shelves, checking expiry dates)

Qualifications:

- Professional accreditation related to working with children e.g. Early Childhood Education Diploma (ECE) from a recognized College, other Child Care Certificate. Equivalencies will be considered (Essential).

- A minimum of 3 years' experience, in an early childhood educational setting, including experience in program planning and implementation (Essential)
- Current First Aid/CPR (Essential for direct work with children, desirable for Baby Depot)
- Current Police Records Check for the Vulnerable Sector (Essential)
- Some experience working with Newcomer parents and children and a demonstrated awareness of their needs
- Experience working with families living in poverty and some knowledge of social services in the community and other community resources
- Experience working in a multi-disciplinary environment
- Strong communication and intercultural skills
- Excellent English language skills (minimum CLB 5 LINC)
- Knowledge of other languages is considered an asset (French, Arabic, Somali)
- Must be attending post-secondary studies in the Fall 2018 & show proof of registration