



## **JOB DESCRIPTION: Supply After School Program Assistant**

**Hours:** 4-5:30 pm, Monday-Thursday with occasional weekends

**Rate of Pay:** \$16 per hour

**Term:** Temporary, part-time from September 10, 2018- June 20, 2019 (38 weeks) This is a supply position.

**Reports to:** Child and Youth Program Manager

**Position Summary:** The After School Program Assistant assists the Lead Program Worker 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.

### **Main Responsibilities**

- Assists the Lead Program Worker with helping participants develop positive study habits (eg. 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
- Provides information about access to community resources for participants
- 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 at all times; ensures safety and cleanliness of program areas; reports any concerns immediately to the Program Lead Worker
- Other duties as assigned

### **Qualifications**

- Ability to work flexible hours is mandatory; position involves regular evening and occasional weekend work
- 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, and knowledge of related community resources
- Excellent communication skills
- One position requires fluency in English and French, the other requires fluency in English, other languages are desirable
- Proficiency in the use of computers and various software applications
- Valid First Aid and CPR (level C) required

\*Please apply by email with a cover letter and resume, indicating how you meet the above requirements to: [finance@caldwellcentre.ca](mailto:finance@caldwellcentre.ca).

**DEADLINE TO APPLY IS FRIDAY DECEMBER 14, 2018 at 4:00pm. NO PHONE CALLS PLEASE.**