



Position: **SUMMER PROGRAM ASSISTANT, Home Child Care Program (HCC)**

Provides support to Home Child Care Consultants by transporting and setting up playgroups in various environments. Accompanying and supporting providers on outings or fieldtrips. Provides support to the Home Child Care Program assisting with the research and development of documents, handouts and flyers. Preparation of packages and kits. Assists with other general administrative responsibilities

Various start dates with some positions starting as early as May 7, 2018 and others starting in the month of June 2018. The end dates for these funded positions is August 24, 2018. Positions can be from 8-16 weeks in duration. Beginning and end dates are to be determined.

This opportunity is partially funded through the Canada Summer Jobs (CSJ) Initiative to help students gain job skills and experience. All applicants must meet the following conditions:

Candidates must:

- *Be between the ages of 15 to 30*
- *Have been a full-time student during the previous academic year and Intend to return to school full-time for the next academic year*
- *Foreign students are not eligible*

Union/Management: Non- union, Casual

25-35 HOURS PER WEEK (to be determined)

Salary: \$15.11 per hour

Location: 600-700 Industrial Ave (Ottawa South)

Responsibilities:

- Various administrative functions to support consultants
- Develop activities incorporating outdoors and nature and facilitate playgroups for children and families
- Transport and set up playgroup in various indoor and outdoor environments
- Accompanying/Supporting providers on outings/field trips
- Develop documents, handouts, flyers, packages with existing content
- Research and complete special projects
- Organize events and prepare summer kits
- Other related duties as may be assigned by Supervisor or Manager

Qualifications: **Mandatory Documents**

- **Clear Police Record Check (Vulnerable sector) completed in the last 6 months.**
- **This position requires daily access to a car to perform job requirements**

Qualifications:

- Experience working with families and children
- Proven ability to work closely with other team members
- Ability to organize and prioritize work
- Ability to work independently
- High School Graduation Diploma an asset
- Excellent knowledge of Microsoft Office Suite (Word, Excel, PowerPoint) and Desktop Publishing software
- Strong research skills
- Sensitivity and respect for individual and cultural difference
- Previous administrative assistant work experience an asset
- Fluency in both official languages an asset
- Current Standard First Aid and CPR certification an asset.

Hours of Work: 25-35 hours per week (to be determined)

Available from: May 7, 2018 to August 24, 2018 (start date to be determined)

Apply: E-mail: hrrecruiting@afchildrensservices.ca

Closing date: April 8, 2018

We thank all applicants for their interest; however only those selected for an interview will be contacted. This position is open to both male and female applicants.

Should the applicant require any accommodations during the application process please notify Human Resources as per the Accessibility for Ontarians with Disabilities Act.