



**Position:** **SUMMER PROGRAM ASSISTANT, Short Term Child Care Program (STCC)**

*Provides support to the shelter worker by assisting with early learning and child care on site for mothers residing at Women's shelters in the Ottawa Area. Promotes a positive, nurturing, developmentally appropriate, healthy and safe environment to meet the needs of children. Provides support to the Short Term Child Care program by assisting with the development of documents, handouts and flyers. Preparation of packages and kits. Assisting 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 16 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:**

- Prepare and introduce activities to children
- Supervise children and accompany children and caregivers on outings
- Assist in promotional and recruitment related activities
- Develop documents, handouts, flyers, packages with existing content
- Assist in completing additional administrative duties as required e.g. answering phones in both official languages, greeting clients, word processing, etc.
- Filing, data input, email correspondence
- Maintain and manage records and files
- Create binders and packages
- Research and complete special projects
- Organize events and prepare summer kits
- Other related duties as may be assigned by Team Leader

**Qualifications:** **Mandatory Documents**

- **Clear Police Record Check (Vulnerable sector) completed in the last 6 months.**
- **Proof of Immunization (TDP, MMR and TB)**

- **Current Standard First Aid and CPR certification (cannot be expiring before September 1, 2018)**

**Qualifications:**

- Previous experience in early learning and care environments or working directly with children
- Basic knowledge of child's needs based on age and stage of development with willingness to respond to their individual needs
- Fluency in both official languages (English and French) is required
- Proven ability to work closely with other team members.
- Ability to organize and prioritize work
- Ability to work independently
- Adequate energy level and ability to meet the physical demands of the job
- 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.
- Child care/development related education/training is an asset
- Previous administrative assistant work experiences an asset.
- Daily access to a vehicle to perform job requirements 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](mailto:hrrecruiting@afchildrensservices.ca)

**Closing date:** May 2, 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.