



## Summer Program Assistant, Home Child Care

Casual · Non-unionized

*Are you between the ages of 15 and 30? Are you looking to gain experience working in the child care sector? Andrew Fleck Children's Services (AFCS) is looking to hire a Summer Program Assistant to work in our Home Child Care Department! As a Summer Program Assistant you will provide support to Home Child Care Consultants by transporting and setting up playgroups, supporting providers on outings, and assist with the research and development of documents, handouts, and flyers.*

*Position dependent on receiving funding through Canada Summer Jobs (CSJ), an initiative to help students gain job skills and experience. All applicants must meet the following conditions:*

### Candidates must:

- **Be between the ages of 15 and 30**
- **CSJ funding is not applicable to foreign students**

**Available from:** May 13<sup>th</sup>, 2019 to August 30<sup>th</sup>, 2019 (Variable start date between 8-16 weeks in duration)  
**Salary:** \$17.11 per hour  
**Hours:** Up to 35 hours per week  
**Location:** 700 Industrial Avenue  
**Closing date:** April 28<sup>th</sup>, 2019  
**Apply:** E-mail: [hrrecruiting@afchildrensservices.ca](mailto:hrrecruiting@afchildrensservices.ca)

### What Andrew Fleck Children's Services offers...

- ✓ Competitive salary
- ✓ A unique culture that fosters leadership, responsiveness, communication, and teamwork
- ✓ A place where your opinions will be respected and your contributions valued
- ✓ A chance to grow – personally and professionally – through our comprehensive orientation program, on the job learning, and in-house and external training
- ✓ A strong commitment to equity and diversity in the workplace and community

### In this role you will...

- ✓ Carry out 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, and packages with existing content
- ✓ Research and complete special projects
- ✓ Organize events and prepare summer kits

### To qualify for this role you have...

- ✓ Clear Police Record Check (Vulnerable Sector) completed in the last 6 months
- ✓ Daily access to a car to perform job requirements
- ✓ Experience working with children and families
- ✓ Ability to organize and prioritize work
- ✓ Ability to work independently
- ✓ Excellent knowledge of Microsoft Office Suite (Word, Excel, PowerPoint) and Desktop Publishing software
- ✓ Strong research skills

### It would be an asset if you had...

- ✓ Previous administrative experience
- ✓ Bilingualism (French & English)
- ✓ Current Standard First Aid and CPR certification

We are an equal opportunity employer. We thank all applicants for their interest; however only those selected for an interview will be contacted. Should the applicant require any accommodations during the application process please notify Human Resources at

[hrrecruiting@afchildrensservices.ca](mailto:hrrecruiting@afchildrensservices.ca)

