



JOIN THE ANDREW FLECK FAMILY!

Summer Program Assistant, Home Child Care

Casual · Full-time · 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.

Confirmation of full vaccination for COVID-19 is a requirement of employment with Andrew Fleck Children's Services

This position is dependent on receiving funding through Canada Summer Jobs (CSJ), an initiative to help youth gain job skills and experience. Maximum age requirement for candidates to be eligible for the CSJ program is 30 years of age. Note that employees working in childcare centres must be at least 18 years of age. Applicants must also be a Canadian citizen or Permanent Resident.

Available from: June 19th, 2023 to August 25th, 2023
Salary: \$18.01 per hour + 4% vacation pay
Hours: 35 hours per week
Location: 700 Industrial Avenue
Closing date: April 24th, 2023
Apply: E-mail: 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
- ✓ Fluency in both official languages (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

APPLY TODAY!

