

## JOB DESCRIPTION

**Position:** Family Resource Program Assistant (1 Position)

**Accountability:** Reports to Family Resource Program Coordinator

### Major Duties:

- Assists in Family Drop In program for parents, caregivers and children ages 0 – 6
- Helps with snack preparation, music circle, storytelling, arts and crafts, and free play
- Assists with program set up and take down
- Interacts with children both indoors and outdoors
- Supervises children on field trips
- Helps to prepare, set up and lead group activities in playing and learning
- Helps to guide children through daily routines
- (snacks, meals, indoor/outdoor transitions, washroom)
- Helps to maintain proper care, safety and security of equipment and facilities
- Follows agency policies, procedures and mandate and participates in staff meetings and training sessions
- Ensures activities are of excellent quality and appropriate to the healthy development of children

### Qualifications:

- Enrolled in post-secondary education in Early Childhood Education,
- Child and Youth Work or Social Work
- At least 1 year of front line work/volunteer experience with children in small and large group settings
- Enthusiastic and outgoing, comfortable leading children during story, circle and craft time
- Strong organizational skills, with ability to work well both in a team and independently
- Must be between 16 and 30 years of age at the start of employment
- Current certificate in First Aid, CPR and High Five Training an asset

**Salary Range:** \$20.42/hr (under review)

10 Weeks (June 24 – August 23) @ 30 hours per week

To apply, please click on “Register” on our website and proceed to make an account in our registration system. You will find the Summer Job Application under “General” programs.

If you have any questions, please contact Michaela Warren  
at [michaela@bgceastview.com](mailto:michaela@bgceastview.com)

*Eastview Neighbourhood Community Centre is an equal opportunity employer and encourages applicants from diverse backgrounds. Only those selected for interviews will be contacted.*