



Community Programs Assistant Canada Summer Jobs – Youth Position

JOB DESCRIPTION

Saanich Neighbourhood Place is a not-for-profit and registered charity. Our work focuses primarily on Family Development, Food Security, and Early Childhood programming serving families and youth in the municipality of Saanich. As an organization, we work collaboratively and foster a supportive, positive working environment that values Community, Diversity, Integrity, Quality, and Respect.

- **Job Summary:** The Community Programs Assistant would be responsible for providing general support to SNP program areas: Food Security, Family Development, Early Childhood Development, and Administration. The Community Programs Assistant performs a variety of tasks that ensure the smooth operation of programs and events including: acting as the 'front of house', receiving visitors to our spaces, making sure that all protocols are followed to maintain health and safety, directing visitors to their program areas and program facilitation as required.
- **Overview:** We are looking for an individual who works well in a team environment with a pleasant, outgoing manner to complement our staff, ensure smooth operation of programs by providing support to permanent staff, and who has a willingness to take on a variety of different tasks. We are looking for an individual who has strong interpersonal skills, is able to work with children, youth and their parents, demonstrates a willingness to learn new skills, is adaptable, and able to problem solve when challenges arise, and shows initiative, good organization skills and flexibility.

Our ideal candidate is

- Cheerful and friendly to our participants
- Calm and composed under pressure
- Able to thrive in a dynamic environment
- Confident interacting with participants and other team members
- Demonstrates excellent verbal communication skills
- Works efficiently both as an individual and as a member of a team
- Dependable, caring and enthusiastic

Reports to: Family Service Manager

Key Duties and Responsibilities

Perform duties such as:

- Specific tasks will vary based on the needs of each program, which may include:
 - Providing casual childcare for children 0-5 yrs of age whose parents are attending programs
 - Assist with the preparation of snacks/food for programs
 - Assist with program registration
 - Act as facilitator for playgroups and kindergym programs
 - Assist with providing a welcoming and safe learning environment in childcare programs
 - Provide a welcoming environment in our common spaces
 - Assist with cleaning program spaces and equipment after each session to ensure protocols for health and safety are maintained
 - Greet program participants and direct them to program spaces
 - Educating participants in health and safety protocols
 - Assist other staff with set-up and tear down of program spaces
 - Processing program fees and collecting / receipting donations from participants
 - Performing reception duties when required

Qualifications:

- Youth aged 15 - 30 years; per the Canada Summer Jobs funding requirements
- Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment term
- Relevant post-secondary in areas such as; Early Childhood Education, Child and Youth Care, Social Work or other related field of study or experience
- Criminal Record check
- Fully Vaccinated for COVID-19

Required Skills:

The successful candidate will be required to demonstrate competency in the following areas:

- Ability to work collaboratively within a team setting as an active participant.
- Ability to be energetic, resilient and able to maintain composure in potentially challenging situations.
- Effective interpersonal skills, exhibiting a supportive, positive approach.
- Able to perform in the physical effort for lifting, bending, stooping, carrying and reaching overhead.
- Well organized and works independently when required

- Initiative, good organization skills, and adaptable to changes in program support needs
- Appreciate and respect differing opinions, backgrounds, and characteristics
- Strict adherence to confidentiality regulations and ethical standards

Competencies

- Service oriented
- Teamwork
- Accountability
- Communication
- Planning and organizing
- Problem-solving /Critical Thinking

Benefits

- A supportive work environment
- On-site parking

Job Types: (2) Canada Summer Jobs funded positions available

Salary: \$18.00 per hour

Schedule: 30 hours per week July 4, 2022 – August 26, 2022

Work remotely: No

How to Apply: Email your cover letter and resume to: admin@snplace.org