** EMPLOYMENT OPPORTUNITY**

**NEW ROSS FAMILY RESOURCE CENTRE**

PO Box 106

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[nrfrcnewross@hotmail.com](mailto:nrfrcnewross@hotmail.com)

**Job Title: Assisting ED for fall return of programs & After School Support Staff**

The New Ross Family Resource Centre (NRFRC) is a community based, non-profit organization enhancing family support networks and parenting skills and providing child centered programs for children 0 - 12 years.

**Main Duties:** Assisting with our food box program. Collaborating with staff to ready our centre for the return of fall programs, this will include cleaning and organizing classrooms. Programs include: Afterschool program in September to November (may develop into a term position until June 2021).

**Reports to:** NRFRC Executive Director (ED)

**Required Qualifications:**

* Diploma or degree in the child/youth field, Early Childhood Educator, social services, human services, community development, education or related field.

OR: Grade 12 with a passion for working with children &/or families.

* Criminal Record Check
* Child Abuse Registry

**Required Knowledge, Job duties, Skills, Abilities and Personal Attributes:**

**Assisting ED for fall return of programs & After School Support Staf :**

* Help with food box program preparation
* Establish and maintain positive relationships with staff, families, community and partners
* Work well both independently with minimal supervision and collaboratively
* Provide mandatory Criminal Record Check and Vulnerable Sector Checks
* Demonstrate excellent interpersonal and communication skills (written and oral)
* Apply strong organization skills, manage time and prioritize tasks.
* Good computer skills.
* Enjoy and work well with children

Diploma or degree in the child/youth field, Early Childhood Educator, social services, human services, community development, education or related field.

OR: Grade 12 with an interest in working with children &/or families.

**Salary:** Salary: $13.00 per hour to start

**Deadline to Apply:** As soon as possible

**Start Date:** ASAP to December, 2020 for a16 weeks Canada Summer Job placement.

**Designation**: 30 hours per week for 16 weeks, may continue for school year.

**How to apply:** please reply by e-mail: [nrfrcnewross@hotmail.com](mailto:nrfrcnewross@hotmail.com) . Please attach your resume and cover letter in Adobe PDF or Word format.

We thank all interested candidates for applying. However we will only be contacting those individuals that we wish to interview. Interviews will be held as soon as resumes are reviewed.