

**EMPLOYMENT OPPORTUNITY:
NEW ROSS FAMILY RESOURCE CENTRE**

Job Title: Summer Program Coordinator

Salary: \$15.00/hr

Reports to: Executive Director

Hours: 30hrs, one weekend

Start Date: June 19, 10 weeks

Employment Status: Term

Main Responsibilities: Working as part of a collaborative team you will be responsible for planning, preparing, and implementing program activities to children, youth and their caregivers. In addition to the facilitation and supervision of children and activities, duties will also include taking attendance, snack preparation, end of the day clean up. Programming will support children's development, health and well-being and provide a wide variety of opportunities tailored to each family's needs and interests.

Required Qualifications:

- ❖ Experience and/or education working with children and youth
- ❖ Child Abuse Registry
- ❖ Criminal Record Check
- ❖ First Aid Certification (or willingness to obtain)
- ❖ Must be returning or starting Community College, University, or other post secondary studies.

Required Knowledge, Skills, Abilities and Personal Attributes:

- ❖ Ability to work collaboratively as part of a team with the goal of providing a healthy, positive environment for children, youth & their families
- ❖ Establish and maintain positive relationships with staff, families, community, and partners
- ❖ Genuinely enjoy working and engaging with children and youth
- ❖ Follow the guidelines for the Centre as identified in the NRFRC Policy & Procedure Manual
- ❖ Demonstrate excellent interpersonal and communication skills (written and oral)
- ❖ Ability to take the initiative and work productively
- ❖ Maintain confidentiality of staff and participants
- ❖ Strong work ethic, reliability and punctuality is a must
- ❖ Other duties as assigned by the Executive Director or Board Members

HOW TO APPLY:

Contact: Karen Snair, Executive Director

Email Cover Letter and Resume to nrfrckaren@gmail.com

We thank all applications; we will only be contacting those we wish to interview.

Consideration and interviews will be conducted as resumes are received.