

Un coup de main
quand t'en as besoin

**Centre de
ressources**
communautaires
de la Basse-Ville



Lowertown
Community
**Resource
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when you need one

CRCBV-LCRC JOB POSTING

JOB TITLE: Bilingual After-School Program Facilitator **Job No: 2018-0031**
CLUB 310 PROGRAM- York Street Public School

Status: **Contract Position**
September 10th, 2018 to June 28th, 2019
20 hours per week (Monday-Friday 2:00pm to 6:00pm)
\$16.0000 to \$19.2000 per hour plus 6% in lieu of vacation.

Job Summary

Reporting to the Family Services Program Manager the After School Program Facilitator will work within a team setting to ensure proper facilitation of an after-school program for at-risk children ages 6 to 12 years old.

Job Specific Responsibilities:

1 Program Support

- Facilitates programs for at-risk children and youth (ages 6 to 12) that promotes participation in healthy, constructive activities;
- Interacts directly with children and youth from diverse cultural backgrounds;
- Facilitates group activities in an after school program setting;
- Acts as a positive role model and resource person for the children/youth;
- Outreach to at-risk children and youth to promote community activities;
- Create a supportive environment for children and youth to address barriers they may be experiencing;
- Develops and maintains an awareness of services and programs for children and youth in the region;
- Maintains attendance records and registration forms; performs administrative duties related to the programs;
- In collaboration with the coordinator, identify and report trends and priorities needed for children and youth in the community;
- Participates in weekly staff meetings.
- Other related duties.

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Teamwork and Collaboration:

- Attends and participates at team and general staff meetings as scheduled.
- Participates in the evaluation component of relevant program.
- Maintains effective communication of information among internal and external stakeholders.
- Participates in staff development training as appropriate to the position.

Position Requirements:

1. Education

- Completion of a College Diploma or University Degree in a relevant field; or combination of education and experience;

2. Experience

- Experience working with diverse communities and sensitivity to multicultural issues.
- Self-motivated team player with good interpersonal skills, and the ability to manage multiple tasks and responsibilities.

3. Personal Suitability/Other Requirements

- Strong communication and organization skills;
- Ability to handle complex emotional and behavioral issues;
- ***Bilingual (English/French) essential. Other languages an asset;***
- Valid Police Records Check for work with the Vulnerable Sector;
- First-Aid/CPR AED Certification

Method of Application:

Please send cover letter and resume by: **Friday, August 17th, 2018 at 4:00pm**

Selection Committee
Lowertown Community Resource Centre
40 rue Cobourg Street
Ottawa, ON. K1N 8Z6
Fax: 613-789-3443

Email: reception@crcbv.ca

We thank all applicants for their interest. Only those candidates selected for an interview will be contacted.