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## **CRCBV-LCRC JOB POSTING**

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**JOB TITLE:** Bilingual Senior Child and Youth Worker (Supervisor)  
**Job No:** 2018-0015  
**CLUB 310 PROGRAM- York Street Public School**

**Status:** Contract Position  
September 4<sup>th</sup>, 2018 to June 28<sup>th</sup>, 2019  
**FRONT LINE:** 20 hours per week (Monday-Friday 2:00pm to 6:00pm)  
**PLANNING AND ADMINISTRATION:** 10 hours per week (flexible)  
**\$19.5840 to \$23.5008 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;
- Plans weekly activity and snack schedules for 80+ children ages 6 to 12 years;
- Establishes and maintains relationships with community partners and stakeholders;
- Maintains a participant database, tracks participation rate and conducts program satisfaction surveys monthly;
- Reports monthly participation statistics to Provincial Ministry (MTCS) and other stakeholders;
- Responds to inquiries from parents/community partners in a timely manner;
- 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;

Un coup de main  
*quand t'en as besoin*

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



Lowertown  
Community  
**Resource  
Centre**

A helping hand  
*when you need one*

### **Teamwork and Collaboration:**

- Plans and leads weekly team meetings;
- Acts as direct supervisor to CLUB 310 program staff;
- Conducts quarterly staff performance evaluation;
- 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 17<sup>th</sup>, 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](mailto:reception@crcbv.ca)

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