



South-East Ottawa
Community
Health Centre

Centre de santé
communautaire
du sud-est d'Ottawa

Every One Matters.
Chaque personne compte.

INTERNAL/ EXTERNAL POSTING

**POSITION TITLE: Homework Club Staff
(4-8 hours per week, starting September 18, 2017)**

JOB SUMMARY

South-East Ottawa Community Health Centre is a non-profit health, social services and community agency. We are seeking staff to work in our after-school programs in the Shearwater Court and Karsh Court neighbourhoods in the Hunt Club area. The program runs in both locations on Tuesday and Thursday evenings from 4-6 PM.

Under the direction of the Health Promoter for Youth or designate, Homework Club staff are responsible for developing and supervising activities for children and youth 6-12 years of age. Successful candidates will have an abundance of enthusiasm and energy, and can lead a variety of low-organized, cooperative, and teambuilding activities.

Homework Club staff can adapt quickly to changing circumstances, and are comfortable leading small or large-size groups. The ability to establish daily, weekly, and monthly program schedules, incorporating a variety of special events, theme days, and other activities are essential to this role.

Qualifications:

- Currently working towards completion of an undergraduate degree, college certification in a relevant discipline or combination of education and/or relevant experience
- Minimum 2 years' experience working directly with children 6-12 years of age in social-recreation, day camp, or similar setting
- Demonstrated effective leadership and mentoring skills
- Knowledge of current child and youth issues
- Exceptional program planning skills
- Self-motivated team player with good interpersonal skills
- Current First Aid/CPR certification
- Criminal Record Check
- Additional languages preferred (French, Somali, Arabic and/or Spanish)
- Valid Driver's License is an asset

Salary range: \$14.00-17.80/ hour

Please forward your curriculum vitae, cover letter, and a 1 to 2 page attachment (point form) which clearly demonstrates how your previous skills and experience correspond to each of the above qualifications, by **4:00 p.m. Monday, August 28, 2017**

ATTN: James Tanguay, Health Promoter for Youth
<https://seochc.bamboohr.co.uk/jobs/view.php?id=27>

SEOCHC is committed to employment equity and values diversity in the workforce. We thank all candidates for their interest, only those selected for an interview will be contacted. Candidates with a disability requiring accommodation during the interview process should advise Human Resources so arrangements can be made.