



External Employment Opportunity

Position Title: Program Assistant, Homework Club
Component/Team: Community Development and Engagement
Status: Relief (15 hours per week, during the school year; Monday – Thursday from 2:00-5:00 pm + 3 hours Admin/Prep work)
Salary Scale: \$17.00 hourly, plus 4% vacation pay in lieu of benefits
Start Date: Immediately

Position Description:

The Homework Club Program Assistant coordinates the delivery of the program for grades 1-6 school students, and will work under the direction of the Community Developer.

Job Specific Responsibilities:

- Promote the program and recruit volunteers/tutors as well as students
- Assist in the set-up and organization of the Homework Club
- Maintain attendance records and registration forms
- Supervise and maintain a safe-learning environment
- Participate in team meetings and communicate with parents
- Outreach to high-risk children to promote community activities.
- Perform administrative duties related to the program.
- Other related duties as assigned.

Skills, Education and Experience:

Requirements for this position include:

Education and Language

- High school diploma or 2-3 years related experience in a community setting
- Valid First Aid and CPR (level C) required
- Under the Centre's designation to provide French Language Services, this position is not designated.
- Fluency in English and French is required; other languages an asset.
- Police Records Check for vulnerable populations

Professional Experience

- Experience working with children and youth in a community setting

Knowledge, Skills and Abilities

- Understanding and sensitivity to poverty and health equity issues
- Basic computer skills required



- Ability to work flexible hours, including evenings and weekends

Reporting Relationship:

The Homework Club Program Assistant reports directly to the Community Developer/Coordinator at 95 Main Street.

Conditions of Employment:

Hours of work will be Monday to Thursday from 2:00 to 5:00 pm, with the exception of school holidays and school closures. There will be an additional 3 hours/week expected for admin/prep work.

An offer of employment will be conditional upon the candidate completing a criminal reference check, verification of educational requirement for this position and linguistic profile to the satisfaction of the Sandy Hill Community Health Centre.

How to Apply:

To apply, please visit sandyhillchc.workable.com and select the appropriate job opening.

POSTING DATE: October 16, 2017

CLOSING DATE: October 27, 2017 at 4:00 p.m.