

JOB DESCRIPTION

Community and Youth Summer Programs Assistant (CYSPA)

The Community and Youth Summer Programs Assistant (CYSPA) is a SWIS (Settlement Worker in Schools) and Community Connections department team member. They are responsible to work with and assist the SWIS and Community Connections staff to ensure that the summer programs are well supported. The position will support programs that provide newcomer children and youth with positive community engagement during the summer months. In addition, they will support the Community Connections Coordinator with implementing some newcomer adult community connections activities, as well as aid with coordinating volunteers and managing donations.

The Community and Youth Summer Program Assistant directly reports to the Settlement Services Manager.

Primary Duties & Responsibilities

- Establish and maintain trusting and supporting relationships with newcomer children, youth, and their families
- Work with SWIS staff to organize, plan, and implement Summer Programs including Summer Camp ages 12-15 and Youth drop-in program ages 13-21 as needed
 - Ensure program requirements are being met
 - Provide assistance on days when needed support or on field trips
- Work alongside the Community Connections Coordinator to support the implementation of the MJMC Newcomer Children Summer Program ages 6-12
 - Delivering programs as an alternate if program staff are sick, during lunch breaks, for large field trips or events, etc.
 - Contacting and communicating with parents if children are ill or as other problems may arise
- In coordination with the Community Connections Coordinator:
 - Help with intake of volunteers – tour, printing/taking forms, reference checks
 - Assist with the organization and intake of donations
 - Support in completing reports and gathering documentation
- Provide assistance in the delivery of some Community Connections Programs including monthly soccer event and facilitating conversation circles
- Provide transportation to some events in MJMC passenger vehicle
- Complete and submit monthly narrative reports
- Collaborate with community partners, stakeholders, and agencies to enhance summer programming
- Other duties as outlined by the Settlement Services Manager

Qualifications

- Some post-secondary in Youth/Human/Social Services or an equivalent combination of education and experience
- Must have a valid class 5 driver's license with no restrictions in place for the last 2 years
- Clear and current (completed within the last 6 months) criminal record and vulnerable sector check
- Preferred first aid and CPR certification
- Fluency in additional language(s) considered an asset
- Knowledge of and experience working with children and youth
- Understanding and sensitivity to issues affecting immigrant and refugee communities
- Ability to work effectively with other service providers and community partners
- Amazing communication skills: written, verbal, and non-verbal
- Comfortable with database, word processing and ability to use internet and email
- Good organizational skills and the ability to multi-task
- Ability and willingness to be flexible towards changing work environments
- Ability to keep accurate records and carry out duties with a degree of independence
- MS-Office (including Word, Excel), MS Outlook
- Willing to work on evening/weekends
- Be capable and comfortable to transport clients in a large passenger van

Work Conditions

- Start Date: June 22, 2023
- End Date: August 29, 2023
- The job involves working with young children and includes lifting and participating in physical activities. It may also involve the supervision of children and physical activities out of doors.
- Full-time – 37.5 hours/wk.
 - Regular work schedule Monday-Friday 8:00AM-4:30PM
 - With some evening and weekend work (scheduled in advance)