



JOB DESCRIPTION

Children's Summer Program Staff

Children's program staff will provide quality care with a child-centered approach to the children participating in the Children's Program ensuring health and safety. They will focus both on providing quality programming for newcomer children and interaction with activities and people in the community of Moose Jaw.

Working alongside other program staff and the Children's Summer Program Coordinator, the Children's Summer Program Staff will be responsible for implementing and participating in an 8-week summer program for newcomer children ages 6-12. This includes planning programming during the Children's Program from Monday – Friday based out of the Town & Country Mall with field trips and excursions into the community to promote community engagement and learning.

The Children's Summer Program Staff directly reports to the Children's Summer Program Coordinator, and in their absence the HIPPY Coordinator, or Community and Family Supports Manager.

Primary Duties & Responsibilities

- Plan and implement appropriate activities and field trips for the children attending the program that fall within program guidelines and meeting developmental needs
- Suggest program supply items to Summer Coordinator
- Welcome and interact with newcomer children and their parents
- Assist in conflict resolution between children
- Work with Team members to create a positive environment
- Set up and take down equipment and other items used in the program
- Assist with communication barriers between children and the community while running programming
- Launder children program field trip shirts and pinnies when required
- Ensure that lunches are made for children on lunch program
- Record daily attendance and give report information to Program Coordinator

Qualifications

- Experience working with children in a group setting
- Enthusiastic about working with newcomer children and their families
- Program planning and organizing experience
- Good at following instructions and taking direction
- Excellent communication skills, including cross-cultural communication
- Conflict resolution skills
- Clear Criminal Record Check & Vulnerable Sector Check required
- First Aid & CPR required

Work Conditions

- Temporary Full-time:
 - 30 hours/wk from June 22- 26 (9:00AM – 3:00PM with ½ hour lunch)
 - 35 hours/wk. from June 29 – August 21 (8:30AM – 3:30PM with ½ hour lunch)
 - 6 hours on August 24 (9:00AM – 3:00PM with ½ hour lunch)