

## **AFTER SCHOOL PROGRAM PROGRAM SUPPORT WORKER (Full Time) (2) Two Summer Term Position(s)**

**POSITION SUMMARY:** Under the supervision of the After School Program Managers or designate, IRCOM is looking for a Program Support Worker who is a competent individual committed to IRCOM's vision and values. He/she will work towards empowering program participants to take an active interest in healthy living through recreational, outreach, educational and integration activities. This position is integral to the success of the After School Program.

With guidance and support from the ASP Managers, and the Lead Program Support Worker the Program Support Workers will refine and further develop IRCOM's After School Program, undertaking the following tasks:

### **Programming**

- ⊕ Assist the ASP Managers or designate in planning, designing and implementing activities geared to engage children and youth in recreational, educational, and integration programs
- ⊕ Support the lead program staff member in designing, planning and implementing educational and recreational programs geared towards engaging parents and their children in the family program once a week
- ⊕ Implement and enforce rules and behaviour expectations. Work through conflict situations calmly, with the goal of developing respect and mutual understanding
- ⊕ Mediate between youth who are disagreeing and promote peaceful conflict resolution
- ⊕ Assist in the development and implementation of strategies to teach respect and develop non-violent behavior
- ⊕ Assist with planning field trips and special events
- ⊕ Keep accurate daily records of participants; assist in administrative tasks including data entry, as assigned
- ⊕ Supervise unstructured play time, as well as sports and recreation activities
- ⊕ Lead and plan programs as assigned

### **Support**

- ⊕ Develop relationships with newcomer children and youth and their families and be a positive role model
- ⊕ Tailor additional supports for children and youth, in collaboration with their families and the Program Manager or designate, when needed
- ⊕ Work in cooperation with other programs at IRCOM, including the Volunteer Program, Community Resource Program, Housing and the Newcomer Literacy Initiative.
- ⊕ Interpretation and / or translation if applicable / as needed
- ⊕ Other duties as assigned

### **Qualifications**

- ⊕ Post-secondary education in a relevant field such as international development, conflict resolution, social work, sports and recreation programming plus a minimum 2 years direct children and youth programming experience OR equivalent combination of education and experience
- ⊕ Strong organizational skills and the ability to prioritize work
- ⊕ Written and oral English communication skills
- ⊕ Must be open-minded, resourceful, highly motivated, creative and independent
- ⊕ Demonstrated strong commitment to supporting and empowering the newcomer community through previous volunteering / community involvement
- ⊕ Knowledge of additional languages is an asset
- ⊕ First Aid, CPR and Non-Violent Crisis Intervention is an asset
- ⊕ For more information about employment at IRCOM and key qualifications and qualities we seek in all candidates, please see: <http://www.ircom.ca/about-us/employmentopportunities/>

### **Details**

- ⊕ Hours of work: Monday to Friday for of 37.5 hours per week. Applicants must be prepared to work evening shifts and some weekends. Term of employment: May 28, 2018-August 31, 2018
- ⊕ Candidates can expect to undergo criminal record and child abuse registry checks which are cleared prior to being hired
- ⊕ Employment Equity is a factor in selection. Applicants are requested to indicate in their cover letter or résumé if they are from any of the following groups: women, Indigenous people, refugees, immigrants, visible minorities and persons with a disability.

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**Please send resume and cover letter by May 18, 2018:**

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