

## External Job Posting

<b>Job Title</b>	<b>Children's Activity Summer Assistant</b>
<b>Details of the Position</b>	Please note, applicants must be returning to University in the 2021-2022 academic year. (This position is funded by Service Canada)
<b>Job Description</b>	Attached
<b>Hours</b>	<ul style="list-style-type: none"> <li>• Term: 6-16 weeks, will be based on funding from Service Canada.</li> <li>• This is a full-time, 30-35 hours per week, position.</li> <li>• Applicants must be available to work weekends and evenings.</li> </ul>
<b>Starting Pay Rate</b>	\$18.60 per hour
<b>Start Date</b>	ASAP
<b>Supervisor</b>	Shelter Program Managers
<b>Additional Information</b>	Satisfactory completion of a criminal records search and a valid driver's license are requirements of the position.
<b>Date Posted</b>	27 <sup>th</sup> April, 2021

**Deadline for Submitting Applications:** 5<sup>th</sup> May, 2021 at 5:00 pm

**Send Application to:**

Beth Aubrey,  
 Shelter Program Manager  
[betha@vwth.bc.ca](mailto:betha@vwth.bc.ca)

## Job Description

<b>Job Title</b>	<b>Children's Activity Summer Assistant</b>
<b>Job Summary</b>	To provide appropriate activities for children residing in Transition House.
<b>Reports To</b>	Supervision will be provided by the Shelter Program Manager & Children's Counsellor.
<b>Key Duties And Responsibilities</b>	<ul style="list-style-type: none"> <li>• Organizing field trips for small groups of children staying at Transition House.</li> <li>• Providing suitable craft projects, outdoor games and quiet inside activities for children in residence.</li> <li>• Assisting mothers with feeding, bathing and general care of the children.</li> <li>• Meeting regularly with the Children and Women's Team to exchange information regarding the needs of the children in the house.</li> <li>• Record-keeping, recording in logs, maintaining resident files, and attendance at staff and resident meetings.</li> </ul> <p>Duties could also include a special project such as updating resource materials for children and/or parents, preparing special themed activity materials, and being of assistance in meeting needs identified by Children's Team.</p>
<b>Qualifications</b>	Currently enrolled in post-secondary academic program and must be returning to University in the 2021-2022 academic year
<b>Education Training and Experience</b>	Second year of Child Care program or equivalent combination of education and experience.
<b>Employability Job Skills Addressed</b>	Communication skills; experience in working within a team approach; flexibility, creativity, initiative, problem solving, projects and tasks.
<b>Additional Information</b>	This summer position is contingent on funding from Service Canada.