



External Job Posting

Job Title	Children's Activity Summer Assistant
Details of the Position	Please note, applicants must be returning to University in the 2019-2020 academic year (This position is funded by Service Canada)
Job Description	Attached
Hours	Term: 10 weeks, based on funding from Service Canada. This is a part-time, 28 hours per week, position. Applicants must be available to work weekends and evenings.
Starting Pay Rate	\$17.85 per hour
Start Date	June 24, 2019 (ending August 30, 2019)
Supervisor	Meredith Knox, Shelter Program Manager
Additional Information	Satisfactory completion of a criminal records search and a valid driver's license are requirements of the position.
Date Posted	June 6, 2019

Deadline for Submitting Applications: June 13, 2019 at 5pm

Send Application to:

**Meredith Knox
Shelter Program Manager
100-3060 Cedar Hill Road
Victoria, BC V8T 3J5
meredithk@vwth.bc.ca**

Job Description

Job Title:	Children's Activity Summer Assistant
Job Summary:	To provide appropriate activities for children residing in Transition House.
Reports To:	Supervision will be provided by the Shelter Program Manager & Children's Counsellor.
Key Duties And Responsibilities:	<ul style="list-style-type: none"> • Organizing field trips for small groups of children staying at Transition House • Providing suitable craft projects, outdoor games and quiet inside activities for children in residence • Assisting mothers with feeding, bathing and general care of the children • Meeting regularly with the Children and Women's Team to exchange information regarding the needs of the children in the house • Record-keeping, recording in logs, maintaining resident files, and attendance at staff and resident meetings <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>
Qualifications:	Currently enrolled in post-secondary academic program and must be returning to University in the 2017-2018 academic year
Education Training and Experience:	Second year of Child Care program or equivalent combination of education and experience.
Employability Job Skills Addressed	Communication skills; experience in working within a team approach; flexibility, creativity, initiative, problem solving, projects and tasks.
Additional Information:	This summer position is contingent on funding from Service Canada.