## External Job Posting

**Job Title**  
Children's Activity Summer Assistant

**Details of the Position**  
Please note, applicants must be returning to University in the 2020-2021 academic year (This position is funded by Service Canada)

**Job Description**  
Attached

**Hours**  
Term: 10 weeks, will be 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, 2020 (ending August 30, 2020)

**Supervisor**  
Shelter Program Managers

**Additional Information**  
Satisfactory completion of a criminal records search and a valid driver’s license are requirements of the position.

**Date Posted**  
May 22, 2020

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**Deadline for Submitting Applications:**  
June 5th, 2020 at 5pm

**Send Application to:**

Sharde Long  
Human Resources Manager  
careers@vwth.bc.ca
**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:**
- 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

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.

**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.

Revised April 2017