

**Caldwell Family Centre**  
**Job Description**  
**Assistant - *Be Inspired!* Afterschool Program**  
**For children aged 6-15 years**

**Reports to:** Executive Director

**Hours:** 4:00-6:00 pm, Monday-Thursday

**Pay Range:** \$14 to 16 per hour

**Term:** Temporary, part-time from September 19, 2019 to June 19, 2019

**Position Summary:** The *Be Inspired!* Program Assistant works in collaboration with the Program Coordinator to deliver child and youth-lead collaborative after school programming for children aged 6 to 15 years old. The program focus is on fostering positive study habits, assisting with homework completion, social recreation, leadership and other activities.

**Main Responsibilities**

- Adheres to schedules and programing
- Assists with program planning
- Helps participants develop positive study habits (eg. checking agendas, looking at project due dates), assists with internet research as needed
- Helps identify needs and interests of participants and ensure participants have input into program planning
- Assists with the development and implementation/facilitation of the program that develops self-confidence, social and life skills of participants while maintaining a professional attitude and appropriate professional boundaries
- Helps foster positive attitudes towards school and learning
- Creates a supportive environment for participants to address barriers they may be experiencing
- Helps track participants' homework completion,
- Helps prepare and distribute healthy snacks and ensures participants sign in and out each day
- Assists with pre and post program surveys of participants
- Other duties as assigned

**Qualifications**

- Experience working with high-risk and special needs children in a diverse setting
- Excellent communication skills
- Fluency in English and French is an asset, other languages are desirable
- Proficiency in the use of computers and various software applications
- Valid First Aid and CPR (level C) required