

Job Posting

Children Program Worker (20h/week).

The ideal candidate will possess experience working with children and/ or recreational services and understand and support CCI's mission. The position requires strong communicational skills, excellent organizational abilities as well as cultural sensitivity. We are looking for a self-starter and team player with initiative who enjoys working in a fast-paced environment.

This position reports to: Manager
Starting Date : December, 2018
Employment status: Part time (20hrs. /week). Term position (6 month)
Salary Rate: \$21.42/hr.

Main Duties and Responsibilities:

- Develop culturally appropriate program and activities
- Provide and maintain a safe, secure and healthy environment
- Organize and Coordinate field trips
- Coordinate & work with volunteers
- Implement behavior management strategies according to age of child.
- Support the social and emotional development of children
- Keep parents informed of program expectation , activities and their child's progress
- Assist in the development and facilitation of interactive parent and child literacy activities
- Attend to the personal hygiene of each child in your care, including changing diapers or soiled clothing if necessary.
- Maintain open, friendly, and cooperative relationship with each child's family and encourage their involvement in the program
- Work cooperatively and effectively as a team member
- Data input and reporting (quarterly and annual)

Key Qualifications:

- Diploma in Early Childhood Education, Special Education, Leisure Studies, Parks and Recreation or equivalent with 2 years' experience working with children of various ages (5-17) or an equivalent combination of education and experience.
- Fluency in **English and French** is essential; other languages are an asset.
- Capacity to plan, organize and implement program.
- Experience working with persons from diverse cultural and economic backgrounds
- Familiarity with educational and recreational activities in Ottawa.
- Ability to communicate and work with a variety of age and skill levels.
- Ability to develop and maintain effective relationships with parents and key staff.
- Must be flexible and adaptable to meet the needs of the children and program
- Knowledge and understanding of refugee issues and cultural diversity.
- Able to recruit, motivate and coordinate volunteers.
- Must have a CPR and First-Aid certification
- A Clear Police Reference Check for Vulnerable Sector

To apply: Please forward your Resume and Cover letter to the email address below to the attention of the Hiring Committee by **October 26th, 2018 at 5p.m.**

Please quote the job title in the Subject line of your email

E-mail: jobs@cciottawa.ca

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