

Un coup de main
quand t'en as besoin

Centre de
ressources
communautaires
de la Basse-Ville



Lowertown
Community
Resource
Centre

A helping hand
when you need one

JOB TITLE: Bilingual Senior Child and Youth Worker (Program Supervisor)
Club 310 program (6 to 12 years) – 1 position
Transitions for youth program (13-14 years) – 1 position

STATUS: Contract Positions
September 7th, 2021 to June 24th, 2022
Club 310 front line: 20 hours per week (Monday to Friday, 2pm-6pm)
Planning and administration: 5 hours per week (flexible)
OR
Transitions front line: 12 hours per week (Monday, Wednesday, Friday 2pm to 6pm)
Planning and administration: 3 hours per week
\$20.4786 to \$24.5743 per hour
6% in lieu of vacation

Job Summary

Reporting to the Manager, Children, Youth, and Family Services, the Senior Child and Youth Worker will work within a team setting to ensure proper facilitation of an after-school program for at-risk children ages 6 to 14 years.

Job Specific Responsibilities:

Program Support

- Facilitates programs for at-risk children and youth (ages 6 to 14) that promotes participation in healthy, constructive activities;
- Plans weekly activity and snack schedules for 80+ children ages 6 to 14 years;
- Establishes and maintains relationships with community partners and stakeholders;
- Maintains a participant database, tracks participation rate and conducts program satisfaction surveys monthly;
- Reports monthly statistics to Provincial Ministry and other stakeholders;
- Responds to inquiries from parents/community partners in a timely manner;
- Interacts directly with children and youth from diverse cultural backgrounds;
- Facilitates group activities in an after-school program setting;
- Acts as a positive role model and resource person for the children/youth;
- Outreach to at-risk children and youth to promote community activities;
- Create a supportive environment for children and youth to address barriers they may be experiencing;
- Develops and maintains an awareness of services and programs for children and youth in the region;
- Maintains attendance records and registration forms; performs administrative duties related to the programs;

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Teamwork and Collaboration:

- Plans and leads weekly team meetings;
- Direct supervisor to after-school program staff;
- Conducts quarterly formal staff performance evaluation;
- Maintains effective communication of information among internal and external stakeholders;
- Participates in staff development training as appropriate to the position.

Position Requirements:

1. Education

- Completion of a College Diploma or University Degree in a relevant field;

2. Experience

- Minimum five years' experience working with children and youth;
- Experience working with diverse communities and sensitivity to multicultural issues;
- Self-motivated team player with good interpersonal skills, and the ability to manage multiple tasks and responsibilities.

3. Personal Suitability/Other Requirements

- Strong communication and organization skills;
- Ability to handle complex emotional and behavioral issues;
- ***Fluency in English and French is essential. Candidates will be evaluated on their language proficiency before being invited to an interview. Fluency in other languages is an asset;***
- Valid Police Records Check for work with the Vulnerable Sector;
- First-Aid/CPR AED Certification.

How to apply for this position:

Please send cover letter and resume by: **Friday, August 6th, 2021 at 4pm**

Selection Committee
Lowertown Community Resource Centre
40 rue Cobourg Street
Ottawa, ON. K1N 8Z6
Fax: 613-789-3443

Email: mcgauthier@crcbv.ca

We thank all applicants for their interest.
Only those candidates selected for an interview will be contacted.