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| Job title | Program Assistant - Family Place & Powell River Immigrant Services |
| Reports to | Coordinator, Family Place |

Job purpose

This position works with both Family Place and Powell River Immigrant Services.

Family Place is a family resource center that supports healthy families by promoting family inclusion and parenting skills. Under the direction of the Coordinator, the Assistant will plan, develop, organize, and implement summer programming.

Powell River Immigrant Services offers settlement support to newcomer individuals and families including community connection events and outings, one-to-one, family, and group orientation sessions, a weekly Parents' Group, and cultural activities & ESL tutoring through our Learning Centre. The Assistant will work with the Learning Centre Coordinator & Immigrant Services Coordinator on the planning, preparation, and facilitation of weekly group activities and special events.

As an employee of the PREP Society, the Worker performs his/her duties in accordance with the PREP Society Policies and Procedures.

Duties and responsibilities

The student will assist with daily drop-in and regular and special activities. This will include:

Program and Service Delivery Support

- plan, develop, organize, and implement summer programming (including weekends) following different themes at Family Place
- work with new immigrants on the Monday immigrant drop in time at Family Place
- promote healthy lifestyles, including teaching families about nutritious food and coordinating fun games to promote fitness at Family Place
- assist with the daily drop in program at Family Place; interact with parents, caregivers and children
- support the parents who volunteer at Family Place, many of whom are low income
- research and implement new ideas which include the input of the participating families
- plan, prepare, and facilitate weekly group activities and special events at Immigrant Services
- help with the support of volunteer tutors, preparation of educational materials, and maintenance of the Learning Centre resources at Immigrant Services
- respond to rudimentary questions from the adult participants during the drop in and refer questions to senior staff as appropriate
- observe problems (medical, behavioural or other) experienced by participants and inform supervisor
- attend weekly staff meetings and team planning meetings



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Facility Management

- prepare facility and supplies to carry out activities
- inform team of supplies needed and purchases supplies as assigned
- create an enjoyable atmosphere in order to enhance the program's appeal to the community
- assist staff with special projects as requested
- maintain appropriate records and statistics, and ensure all required documentation is accurate, complete, and timely
- maintain confidentiality

General

- perform other related duties as required
- participate in staff development opportunities as offered

Qualifications

Must have attended school with a full-time course load in the past academic year

Must intend to be student with a full-time course load in the coming academic year

Training completed or in progress in one of the following areas: Early Childhood Education; Primary Education; Social Services or Child and Youth Care Worker; Education and Recreation; or other related field of study

Experience in program development and delivery

Experience organizing events

Experience working with children 0-5, their parents and caregivers an asset

Background in literacy an asset

Knowledge of relevant legislation an asset

Valid driver's license and clean driver abstract an asset

First Aid training an asset

A satisfactory criminal record check is required

Working conditions

Activities may be conducted outside of the Family Place and Immigrant Services facilities. This position will include working on weekends.

Physical requirements

A moderate level of physical fitness is required as the performance of duties may involve walking, standing, kneeling, lifting, etc.

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| Approved by: | <i>Coordinator - Family Place</i> |
| Date approved: | <i>April 27, 2018</i> |
| Reviewed: | <i>April 27, 2018</i> |