

Student Youth Child Care Worker Assistant Summer Recreation Program

Pending Approval of Funding from Canada Summer Jobs

Summary of Activities:

The Student Youth Child Care Worker Assistant will plan and implement summer activities for the children and youth at Dixon Transition Society's Second Stage Program. The student will solicit in-kind and monetary donations from potential sponsors for summer activities. The student will provide support to the Program Coordinator and Child Support Worker, and perform other duties, as required.

Major Responsibilities:

1. Plan and implement a summer activity program for children and youth in the program
2. Plan, hold, and oversee activities for children and youth in the program
3. Solicit free passes and tickets to activities/recreation and other donations from potential sponsors
4. Accurately record all donations on an ongoing basis
5. Ensure appropriate and timely acknowledgement is sent to donors
6. Coordinate transportation for program participants to and from summer activities and events
7. In collaboration with the other summer students, plan and coordinate Dixon's presence at community event(s)
8. Provide support at fundraising and awareness-raising events as needed
9. Provide support to the Program Coordinator and Child Support Worker as required
10. Perform other duties as required

Requirements:

- All youth aged 15 to 30, not just students, can now apply to CSJ-funded jobs
- Aboriginal youth and members of visible minority group are encouraged to apply
- Must be a Canadian citizen, permanent resident or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act
- Legally entitled to work according to relevant provincial legislation and regulations
- Not hold another full-time (30 or more hours) summer job during the placement
- Will be required to provide a Criminal Records Check



QUALIFICATIONS

Education, Training, and Experience:

- Passion for the work we do and working with non-profits
- Experience working with children and youth
- Experience in fundraising an asset

Skills and Abilities:

- Ability to communicate effectively, both verbally and in writing
- Ability to work independently and in a team setting
- Ability to take initiative, organize, prioritize, and meet deadlines
- Ability to work under pressure and/or stressful situations while remaining calm and collected
- Ability to interact with others compassionately and non-judgmentally
- Proficient in Microsoft Office (Outlook, Word, Excel)
- Access to vehicle an asset

Start Date: May 2, 2023 or later

Length of employment: 12 - 14 weeks

Hours per week: 35 hours

Worksite: Second Stage House

Rate of pay: \$16.75/hour

Please send Resume and Cover Letter to Claire Kalfon, Manager of Operations and Services, at manager@dixonsociety.ca