



Summer Program Assistant

The Community Health Centres of Northumberland (CHCN) is a community-centred primary health care facility. With a vision rooted in providing comprehensive primary care services, delivered by an interdisciplinary team of professionals to promote healthy communities, we offer a range of community-based services.

The CHCN has an opening for a **Summer Program Assistant**.

The Summer Program Assistant will work with the Summer Program Facilitator and the Community Team developing, implementing and evaluating various health and recreational related activities for children, youth, adults and seniors.

Work Tasks and Responsibilities:

- Assist the Program Facilitator in the facilitation, development, implementation, and evaluation of educational outreach programs surrounding the Community Health Centres of Northumberland working with our at risk populations, developing an anti-oppressive framework and an inclusive environment while fostering the fundamentals of determinants of health throughout our outreach locations, Community Garden and onsite programming.
- Assist in the planning and running of Summer Kids Club (this program takes place at 2 subsidized housing units and is targeted at children from low income families), and Plants to Plates (a food education program developed by the Ecology Action Centre for children ages 8-12 years old that focuses on building kitchen skills and cooking skills while making connections with how food is grown).
- Incorporate educational information, for example sun screen and helmet safety, into interactive activities for children's programming
- Ensure all program registrations and attendances are completed and up-to-date.
- Call all participants to introduce themselves and remind them of the dates and times of programs.
- Ensure the supervision and safety of all children attending the program.
- Assist with the setting and cleaning up of the program space and ensure program space is ready for the next program.
- Work with Summer Program Facilitator and Community Staff to resolve any difficulties with facility, programs and participants.
- Perform administrative duties and other tasks as assigned.
- Ensure the supervision and maintain safety of all participants attending the program.

In order to facilitate these job duties, one must also participate and assist in the following:

- Assist the Summer Program Facilitator with the overseeing of summer volunteers.

- Assist in the development of promotional material and promote programs in local schools neighborhoods, and community agencies.
- Attend training sessions on workplace safety and other workplace trainings as required.
- Attend regular staff and community team meetings.
- Possess knowledge regarding the social determinants of health, equity and inclusivity
- Keep accurate records, attendance, incident reports etc.
- Assist in the preparation of program space and maintenance of equipment/supplies.

Qualifications:

- Must be between the ages of 15-30
- Experience and desire to work with children and youth in a community based setting.
- Demonstrated ability to work effectively as a part of a team and independently.
- Demonstrated organizational and time management skills.
- Experience with technology and virtual platforms an asset.
- Experience in program planning and facilitating community based programs an asset.
- Experience working with adults and seniors an asset.
- Experience working with and supervising staff and volunteers an asset.
- Strong leadership and problem solving skills an asset.
- Garden interest, experience and knowledge an asset.
- Food prep skills and experience an asset.
- First Aid and CPR certified
- Updated Criminal Reference Check with Vulnerable Sector (within the last 6 months)
- A valid driver's license and reliable vehicle is an asset as some local travel will be required
- Youth who have not completed high school and youth who have not previously been employed are strongly encouraged to apply.

Summer Program Assistant

Salary: \$17 per hour

Contract/Hours: 10 weeks, 35 hours per week

Anticipated start date: June 17, 2024

Positions are based upon the receipt of Canada Summer Jobs Funding therefore number of positions, weeks and hours of work may differ from posting.

Interested candidates should send their resumes to crutherford@porthopechc.ca citing "Summer Program Assistant". No phone calls please. Only candidates selected for an interview will be contacted. **Closing date is Friday April 26, 2024 at 4:00 pm.**

The Community Health Centres of Northumberland is an equal opportunity employer and encourages applications from people who are reflective of the diverse communities we are a part of. If you have any requirements for accommodation, please let us know.