



The Orléans-Cumberland Community Resource Centre, a non-profit bilingual organization offering community services to meet the needs of the residents of Orléans-Cumberland and surrounding areas, is seeking a:

**Child and Youth Program Assistant (BILINGUAL)  
Summer position – Minimum wage (\$ 15 /hour)**

Temporary 30 hours / week position – 8 weeks contract  
July/August

The OCCRC is located on unceded Algonquin territory. Its mission is to work with the community to support individuals in their efforts to achieve their full potential with services designed to meet their physical, emotional, social, economic and mental needs. Our values include respect, personal connection, diversity and inclusion, as well as empowerment.

**PROGRAM DESCRIPTION**

The OCCRC's Child and Youth Program facilitates the social and emotional learning and development of children and youth in grades 1 to 12.

**RESPONSIBILITIES**

Reporting to the Child & Youth Program Team, the Program Assistant will be responsible for assisting Program counsellors in planning, organizing, and facilitating in-person and virtual workshops, drop-ins and activities for children and youth as well as their families. In-person programming will be in accordance with Ottawa Public Health guidance. Programming includes recreational, social, and emotional learning activities. The Child & Youth Program Assistant will also assist the counsellors with the School Supply Program, which consists of organizing and distributing school supplies to families living on a low-income. Other responsibilities include:

- Assist in developing, coordinating and leading in-person and virtual workshops, drop-ins and recreational activities that engage children, youth and families in social and emotional learning;
- Support children and youth through programming;
- Act as a resource person for children, youth and families;
- Act as a positive role model for children, youth and families;
- Encourage children, youth and families to thrive and reach their goals;
- Create a positive and supportive environment;
- Ensure the safety of children and youth;
- Identify children/youth needs and trends and share with Program counsellors;
- Participate in the Child & Youth Program team meetings;

- Promote the Child & Youth Program in addition to other Centre program's and service's;
- Attend outreach activities and events;
- Administrative duties: participants' attendance, statistics, data entry, evaluations, social media posts and reports through use of database.

## **PARTICIPATION & TEAMWORK**

- Promote and contribute to team effectiveness, cohesion and enthusiasm;
- Consult and share the vision, goals and objectives of the Centre;
- Work closely with the Child & Youth Program counsellors, colleagues, and program volunteers.

## **QUALIFICATIONS**

- Be between the ages of 15 and 30;
- Must be Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act; and is legally entitled to work according to the relevant provincial/territorial legislation and regulations. International students are not eligible. Recent immigrants are eligible if they are Canadian citizens or permanent residents;
- Experience working with children, youth (grades 1 to 12) and families;
- Knowledge of children, youth and family's issues;
- Knowledge of technology (virtual software, social media platforms and applications);
- Knowledge of community resources;
- Good interpersonal and communication skills;
- Ability to work effectively in a team;
- Sense of organization and initiative;
- Sensitivity to cultural and social diversity;
- Ethno cultural diversity experience is an asset;
- Have an egalitarian and nonjudgmental philosophy (e.g.: gender, culture, race, sexual orientation, etc.);
- Good computer skills including Microsoft Office Suite;
- **Fluency in French and English, oral and written;**
- Valid CPR and First Aid Certification an asset.

If you are interested in this position, please submit your application in writing, including your resume, **before 8:30 a.m. on Monday, June 6th, 2022** to the following address:

**By mail:** Selection Committee – Child and Youth Program Assistant  
 Orléans-Cumberland Community Resource Centre  
 105-240 Centrum Boulevard  
 Orléans, Ontario K1E 3J4  
**Attention: Chantal Pomerleau**

**By fax:** 613-830-4196

**By e-mail:** [cpomerleau@crcoc.ca](mailto:cpomerleau@crcoc.ca) (preferred method)

The OCCRC is committed to including equity and diversity in its practice by being responsive to individuals' needs, and deliver equitable outcomes for all, regardless of their aboriginal status, race, colour, culture, ethnicity, language/linguistic origins, ability, socio-economic class, age, ancestry, nationality, religion or faith, sex, gender (identity & expression), sexuality, sexual orientation, mental or physical condition, family status, residency/migration status in Canada and all other forms of oppression that a person may experience.

The OCCRC is an equal opportunity employer who values the diversity of individuals in our programs and services. If at any stage in the selection process you require special accommodation, please let us know the nature of the required accommodation.

**We would like to thank all those who have submitted a job application in advance, but only those selected for an interview will be contacted.**