



Child & Youth Program Assistant (bilingual)

Employment type	Compensation	Schedule
Temporary Student position July 6th to August 28th 2026	\$ 19.60 / hour	30 hours/week for 8 weeks Some weeknight evenings required

About Orléans-Cumberland Community Resource Centre

Do you love collaborating as part of a close-knit, high performing team to directly impact and strengthen Orléans-Cumberland communities? Do you want to feel a sense of belonging where your voice will be heard? The OCCRC is more than an organization – we are an active eco-system with a concrete impact in the community we serve!

We are a bilingual non-profit organization committed to strengthening Orléans-Cumberland communities by providing a wide variety of free programs and services supporting individuals to achieve their full potential. We are friendly, welcoming, inclusive, empathetic and non-judgmental. We provide sector competitive compensation and benefits, coaching and support to realize your full potential, and the space to live your life outside of work.

About you

You naturally empower and inspire others to reach their full potential and are a passionate advocate for individual and community well-being. You are someone who strives for continuous improvement in all that you do, and you actively look for opportunities to strengthen your skills, invest in your own growth and development, and embrace change.

You foster an environment that is inclusive and open-minded, nurturing genuine connections, celebrating differences and embracing diversity. You listen deeply, communicate openly and transparently and welcome feedback.

What you will do and the value you will add

We currently have an opening for a Child & Youth Program Assistant.

Drawing on your experience, you will offer a range of services designed to support the needs of children and youth from grades 1 to 12.

Example: *As a member of a multidisciplinary team, you will collaborate in planning, organizing, and facilitating in-person social and emotional learning groups and activities for children and youth.*



Key responsibilities

- Assist in developing, coordinating and facilitating social and emotional learning groups and activities that engage children and youth;
- Act as a resource person and positive role model;
- Encourage and support children and youth to thrive;
- Create a positive and supportive environment that ensures safety;
- Identify children/youth needs and trends and share with Program Counsellors;
- Participate in the Child & Youth Program team meetings;
- Promote all Centre programs at community outreach activities and events;
- Administrative duties: participants' attendance, statistics, data entry, social media content and research.
- Perform other related duties

Job Requirement

- Must be between 15 and 30 years old (at the start of employment)
- Must be a 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. International students are not eligible. Recent immigrants are eligible if they are Canadian Citizens or permanent residents
- Experience working with children and youth (grades 1 to 12)
- Demonstrated knowledge and understanding of the culture, history and oppressions experienced by people related to race, culture, ethnicity, gender identity and expression and other related oppressions
- Oral and written fluency in English and French is essential
- Additional language skills are considered an asset

Skills And Attributes for Success

- Dependable and reliable
- Able to work independently with sound judgment and resourcefulness
- Action-oriented, self-starter
- Highly collaborative
- Excellent prioritization and time management skills
- Demonstrates flexibility, organization and a sense of initiative
- Excellent interpersonal communication skills
- Ability to apply an equity, diversity and inclusion lens
- Ability to identify and meet the needs of diverse communities in Orléans-Cumberland
- Ability to work in a multidisciplinary team
- Team player and willing to step up when needed
- Ability to handle sensitive and confidential information
- Embrace change and organizational evolution

Orléans-Cumberland
Community
Resource Centre



Centre de ressources
communautaires
Orléans-Cumberland

Application Process

Please submit your application before 8:00 a.m. Tuesday, May 19th, 2026.

[Click here to apply](#)

Equal Opportunity Employer

The OCCRC is committed to including equity and diversity in its practice by being responsive to individuals' needs and delivering equitable outcomes for all, regardless of their indigenous 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 that values the diversity of individuals in our programs and services. If you require accommodation at any stage in the selection process, please let us know the nature of the accommodation.

We want to thank all those who have submitted a job application in advance. Only those selected for an interview will be contacted.

Note: OCCRC may use technology tools, including automated screening or AI-enabled systems, to support parts of our recruitment process (for example, organizing applications or identifying relevant experience). All hiring decisions are made by OCCRC team members.