

JOB DESCRIPTION

Children's Afterschool Program Assistant

SUMMARY

Reporting to the School's Out Program Coordinator, and supported by a co-Program Assistant, the **School's Out Program Assistant (PA)** will play a vital role in supporting the coordination and facilitation of Umoja's School's Out program for newcomer immigrant and refugee children ages 6-12.

This position seeks a **compassionate, enthusiastic, and creative** individual who *genuinely* enjoys working with children, is relatable to them, and can foster their **intellectual curiosity, creativity, and socio-emotional development**. The ideal individual is authentically committed to making a positive impact on the lives of children from diverse backgrounds and understands the value of bridging the **access gap** for **those at risk of marginalization**.

The PA will assist in creating a safe, stimulating, and **welcoming environment** through structured activities, field trips, and community engagement etc. The role also involves supporting the planning and execution of yearly spring and summer camp programs.

This part-time position requires **24 hours per week** at a rate of **\$19.00/hour**, with a **three-month probationary period**. Weekly programming occurs **Tuesday, Thursday, and Friday** afternoons from **2.30-5.30pm**. This is in addition to essential administrative and logistical responsibilities. Weekend or evening engagements may be necessary on rare occasions e.g., for public events, team meetings etc.

TO APPLY: Please forward your resume to recruiter@umojaoperation.ca. You may also include a **brief** cover letter or any helpful testimonials if preferred.

START DATE: January 06, 2025

WHAT UMOJA OFFERS:

- Flexible, positive, collaborative work environment with great autonomy.
- Safe, collaborative space to contribute your ideas to organizational growth.
- Great exposure for someone wishing to build a long-term career in the social services sector.
- Extended medical cover.

REQUIREMENTS:

- A ***genuine passion*** for working with children and fostering their growth.
- Strong ability to connect with kids and create a **relatable, engaging environment**.
- Experience with and cultural awareness of **newcomer populations** is strongly desired.
- Familiarity with the local **school system** and **culture**.
- Understanding of the **opportunities and challenges for newcomers** to the community
- Superb **professional disposition** with positive attitude, relational, and a genuine team player.
- Excellent verbal and written communication skills in English.
- Demonstrated **creativity and enthusiasm** for planning and implementing activities that stimulate intellectual curiosity in young minds.
- At least **1 year of experience** working with children ages 6-12 in public, non-profit organizations or similar.
- Ability to **work collaboratively** under supervision and as part of a team.
- Strong **administrative abilities** with superb **time management** skills
- Able to thrive even in **ambiguous situations** while contributing to **process improvements**.

- Demonstrates great **emotional maturity**.
- Great **work ethic**, flexible, and adaptable

RESPONSIBILITIES:

- **Plan and implement engaging activities** for weekly, spring, and summer programs, ensuring alignment with program objectives including schedule, budgets, financial reconciliation etc.
- **Collaboratively develop creative curriculum** to stimulate learning and socio-emotional growth in children.
- **Oversee program logistics**, including setup, cleanup, maintaining cleanliness of program spaces, vehicle etc.
- **Supervise and guide volunteers**, ensuring effective support for program activities.
- **Ensure safety and well-being** of children, staff, and volunteers always.
- **Maintain accurate records**, including client progress, incident reports, and CRM updates etc.
- **Collaboratively prepare impact reports** for funders and stakeholders.
- **Build relationships with stakeholders** to enhance program reach, effectiveness and resourcing.
- **Engage with parents** consistent with program goals.
- **Promote the program** through advertising print and digital channels, community outreach etc.
- **Support spring and summer camps** planning and delivery.
- **Represent UMOJA** in Community of Practice (CoP) engagements to raise awareness of our work.
- **Logistics & related:** May be required to provide transportation for children on program days, support supplies purchase etc.

QUALIFICATIONS & TRAINING

- Additional proficiency in a second language is an asset. Preferred languages include either Tigrinya, Amharic, Arabic, Swahili, Farsi, Dhari, and/or French.
- Intermediate to advanced computer skills (**Microsoft Office, CRM, social media etc.**) and a minimum typing speed of 40 wpm.
- Minimum Grade 12 or equivalent; *additional relevant qualifications or education are a definite asset.*
- Standard First Aid Certificate.
- Food Safe Certificate.
- Criminal record clearance with a Vulnerable Sector Check.
- Class 5 BC Driver's License with a clean driving abstract (required to facilitate transportation) is an asset.
- Social media competency. Adobe suite, WordPress, PowerPoint etc. are a definite asset.