



**Sooke Family Resource Society
Job Posting 11-24 - Children's Program Assistant**

We are currently seeking a casual **Children's Program Assistant** to join our team. All employees of Sooke Family Resource Society are dedicated to serving the community and committed to supporting the society's mission statement.

Mission statement: We provide people of all ages and abilities on southern Vancouver Island, with services and resources that encourage them to enhance skills, address challenges and create a path forward.

Job Title: Children's Program Assistant

Date Posted: July 11, 2024

Closing Date: Open until filled.

Department: Children and Family Services

Wage: \$23.73 - \$27.19 (JJEP Grid Level 6)

Location: Sooke, BC

Shift Schedule: Casual call-in

Hours per Week: Variable

Union: This posting requires union membership

Note: This position is on a call-in basis and is dependent on program specific staffing needs.

To Apply, please submit resume, and cover letter by email to careers@sfrs.ca

Job Summary:

The Children's Programs Assistant works in cooperation with the Children and Family Services staff to support the planning and implementation of the Family Resource Programs parent/child drop-in programs.

Key Duties and Responsibilities:

1. Develops and maintains positive relationships with children and families attending SFRS programs.

2. Works with the Family Resource Programs Coordinators and program staff to support the family drop-in groups.
3. Works with the program staff to maintain safe, developmentally appropriate, and inspiring learning environments.
4. Under close supervision, conducts activities with children on an individual and group basis to promote the development of physical, cognitive, emotional, and social skills.
5. Assists with the set-up, delivery, and clean-up of the programs.
6. Maintains cleanliness and order of the children's programs spaces.
7. Attends team meetings and SFRRS all staff training days.
8. Performs other duties as required.

Qualifications:

Education & Knowledge:

- Grade 12

Training & Experience

- Nil