

Un coup de main  
*quand t'en as besoin*

Centre de  
ressources  
communautaires  
de la Basse-Ville



Lowertown  
Community  
Resource  
Centre

A helping hand  
*when you need one*

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## **CRCBV-LCRC JOB POSTING**

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**JOB TITLE: Bilingual After-School Program Facilitator  
CLUB 310 PROGRAM- York Street Public School**

**Job No: 2018-0033**

**Status: Contract Position  
January 7<sup>th</sup>, 2019 to June 28<sup>th</sup>, 2019  
20 hours per week (Monday-Friday 2:00pm to 6:00pm)  
\$16.0000 to \$19.2000 per hour plus 6% in lieu of vacation.**

### **Job Summary**

Reporting to the Family Services Program Manager the After School Program Facilitator will work within a team setting to ensure proper facilitation of an after-school program for at-risk children ages 6 to 12 years old.

### **Job Specific Responsibilities:**

#### **1 Program Support**

- Facilitates programs for at-risk children and youth (ages 6 to 12) that promotes participation in healthy, constructive activities;
- Interacts directly with children and youth from diverse cultural backgrounds;
- Facilitates group activities in an after school program setting;
- Acts as a positive role model and resource person for the children/youth;
- Outreach to at-risk children and youth to promote community activities;
- Create a supportive environment for children and youth to address barriers they may be experiencing;
- Develops and maintains an awareness of services and programs for children and youth in the region;
- Maintains attendance records and registration forms; performs administrative duties related to the programs;
- In collaboration with the coordinator, identify and report trends and priorities needed for children and youth in the community;
- Participates in weekly staff meetings.
- Other related duties.

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### **Teamwork and Collaboration:**

- Attends and participates at team and general staff meetings as scheduled.
- Participates in the evaluation component of relevant program.
- Maintains effective communication of information among internal and external stakeholders.
- Participates in staff development training as appropriate to the position.

### **Position Requirements:**

#### **1. Education**

- Completion of a College Diploma or University Degree in a relevant field; or combination of education and experience;

#### **2. Experience**

- Experience working with diverse communities and sensitivity to multicultural issues.
- Self-motivated team player with good interpersonal skills, and the ability to manage multiple tasks and responsibilities.

#### **3. Personal Suitability/Other Requirements**

- Strong communication and organization skills;
- Ability to handle complex emotional and behavioral issues;
- ***Bilingual (English/French) essential. Other languages an asset;***
- Valid Police Records Check for work with the Vulnerable Sector;
- First-Aid/CPR AED Certification

### **Method of Application:**

Please send cover letter and resume by: **Friday, December 14th, 2018 at 4:00pm**

Selection Committee  
Lowertown Community Resource Centre  
40 Cobourg Street  
Ottawa, ON K1N 8Z6  
Fax: 613-789-3443

Email: [mcgauthier@crcbv.ca](mailto:mcgauthier@crcbv.ca)

We thank all applicants for their interest. Only those candidates selected for an interview will be contacted.