

## **AFTER SCHOOL PROGRAM (ASP) Lead Program Support Worker**

**September 2018, Full time, permanent position**

**POSITION SUMMARY:** Under the supervision of the After School Program (ASP) Co-Managers, the ASP Lead Program Support Worker (LPSW) is a skilled and competent individual committed to IRCOM's mission and mandate. The LPSW will assist Managers and staff in the development and implementation of high-quality programs to improve educational, social, recreational and integration experiences and outcomes for newcomer children and youth.

The LPSW plays a vital role in ASP. This staff works with the Managers to set the direction for other team members and actively encourages, leads and supports them to set and achieve goals and grow in capacity and skills. In the context of a busy program, the LPSW ensures that goals and initiatives in the program remain on track. They advocate for what is best for ASP, and keep the program aligned with stated goals and objectives. By leading through example, this staff's actions encourage and inspire others to work towards improving the quality of programming in ASP. With guidance and support from the ASP Co-Managers, the Lead Program Support Worker will refine and further develop ASP, undertaking the following tasks:

### **Programming:**

- Develop strong relationships with newcomer families and provide mentorship and be a role model for newcomer children and youth
- Lead and plan programs as assigned
- Support continuous improvement in program quality, including working with Managers to improve existing procedures and guidelines
- Create new or enhanced supports for children and youth, in collaboration with the team
- Assist staff in planning, designing and implementing activities geared to engage children and youth in recreational, social, educational, and integration programs
- Assist staff in the same manner with weekly parent-child programming that is a part of ASP
- Coach, mentor, train and support staff in key areas of program development, implementation, monitoring and evaluation/improvement
- Work effectively with children and youth to enforce rules and behaviour expectations.
- Work through conflict situations calmly, with the goal of developing respect and mutual understanding
- Assist in the development and implementation of strategies to teach respect and develop non-violent behavior
- Supervise unstructured drop-in programming, as well as organized sports or other recreational activities
- Foster strong communication and collaboration with other programs at IRCOM

### **Administration**

- Assist in preparing a monthly calendar indicating the programming activities for the month
- Assist staff in managing their expense lines, and liaise with Co-Managers to support overall budget monitoring
- Assist in applying for and renew gym permits and visit off-site facilities on a regular basis
- Assist with planning field trips and special events
- Keep accurate daily records of participants; assist in administrative tasks including data entry, as assigned
- Collaborate effectively with other IRCOM programs, and with ASP volunteers
- Represent ASP/ IRCOM in coalition meetings and other partnership meetings/networks where necessary
- Work in collaboration with partner agencies through outreach activities and joint events
- Support program evaluation, grant writing, fundraising, and reporting to funders, where appropriate
- Assist in overall strategic thinking and program development/planning of ASP.
- Other duties as assigned

## Required Qualifications

- Post-secondary education in a relevant field such as social work, child and youth work, international development, conflict resolution, sports and recreation programming plus a minimum 2 years direct children and youth programming experience OR equivalent combination of education and experience
- Comprehensive understanding of the refugee experience and the immigration process
- Strong organizational skills and the ability to prioritize work
- Proven experience in program design, development and administration
- Experience in coaching and mentoring junior staff
- Strong written and oral English communication skills
- Demonstrated strong commitment to supporting and empowering the newcomer community through previous volunteering / community involvement
- Must have Class 4 Drivers License or willing to acquire one within 60 days of employment

## Desired qualifications:

- Knowledge of IRCOM's After School Programs
- Fluency in additional languages
- First Aid, CPR and Non-Violent Crisis Intervention

For more information about employment at IRCOM and key qualifications and qualities we seek in all candidates, please see: <http://www.ircom.ca/about-us/employmentopportunities/>

## Hours of work

This is a full-time permanent position for a maximum of 37.5 hours per week. The Lead Program Support Worker hours will take place Monday to Friday 1:00-9:00pm; however, some weekends may be required as per the needs of IRCOM programs.

## Other

The salary for this position is \$34,983/year.

## Submitting an Application:

Selected candidate must be legally entitled to work in Canada.

IRCOM is an Equal Opportunity Employer. Interested applicants can identify themselves as belonging to any of the following groups: women, Indigenous peoples, refugees, immigrants, visible minorities, persons with a disability, or any other groups that are typically under-represented in the workplace.

Your cover letter and resume must clearly indicate how you meet the qualifications.

To apply for this position please submit your resume and cover letter by **Wednesday Sept. 19, 2018, by 5:00 PM** to:

Selection Committee: After School Program – Lead Program Support Worker  
95 Ellen Street  
Winnipeg, Manitoba R3A 1S8  
Email: [admin@ircom.ca](mailto:admin@ircom.ca)  
Fax: 204 - 943 - 4810

We thank all who apply. Please be advised that only those selected for an interview will be contacted.

Please note the successful candidate will be required to submit to a Criminal Record Check as well as a clear Child Abuse Registry Check.