



## **AFTER SCHOOL PROGRAM (ASP) PROGRAM SUPPORT WORKER (Sept 2018)**

**(2 Term Part Time Positions, until March 31<sup>st</sup>, 2019)**

**POSITION SUMMARY:** Under the supervision of the After School Program Co-Manager, the ASP Program Support Worker (PSW) is a skilled and competent individual committed to IRCOM's mission and mandate. The PSW will empower children and youth in program, and engage them in recreational, leadership, social, outreach, educational and integration activities. This staff has a gift for building meaningful relationships with children and youth and finds creative ways to provide day-to-day supports and encouragement. With guidance and support from the ASP Co-Managers and the Lead Program Support Worker, the Program Support Worker will refine and further develop IRCOM's After School Program, undertaking the following tasks:

- Develop strong relationships with newcomer families and provide mentorship and be a role model for newcomer children and youth
- With assistance from team leads, help plan, design and implement activities geared to engage children and youth in recreational, social, educational, and integration programs
- Work in the same manner to help plan, design and implement weekly parent-child programming that is a part of ASP
- Create new or enhanced supports for children and youth, in collaboration with the team
- Be the lead staff for certain programs
- Plan for and run the children's variety night program ensuring it reflects a mix of different activities incorporating both literacy and recreational components
- Supervise unstructured drop-in programming, as well as organized sports or other recreational activities
- Assist with planning field trips and special events
- 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

### **Other:**

- 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
- 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
- Strong written and oral English communication skills
- Must be open-minded, resourceful, highly motivated, creative and independent
- Demonstrated strong commitment to supporting and empowering the newcomer community through previous volunteering / community involvement
- Has or willing to acquire a Class 4 license within the first 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**

There are two part time term positions available until March 31<sup>st</sup>, 2019. Hours of work will be scheduled between 1:00-9:00 pm Monday to Friday; however some weekends may be required as per the needs of IRCOM programming.

**Other**

The hourly rate of pay for this position is \$16.32/hour.

**Submitting an application**

The 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.

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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.