



Immigrant and Refugee
Community Organization of Manitoba

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Summer Program Support Worker – Canada Summer Jobs

8 Weeks Term Position (35 hours/week)

After School Program

POSITION SUMMARY: Guided by the vision, mission and values of the Immigrant and Refugee Community Organization of Manitoba (IRCOM), Inc., the Summer Program Support Worker empowers newcomer children and youth in their integration into the wider society by encouraging and supporting their participation in recreational, outreach, educational and integration activities of the IRCOM's After School Program (ASP). Funding for this position is provided by Canada Summer Jobs program.

Summer Program Support Workers support the program priorities of children/youth recreation and volunteer projects and of working with visible minority youth and youths with a disability by:

- Planning and delivering programs
- Supporting and mentoring participants
- Supporting the IRCOM staff teams, and
- Record keeping

With guidance, support and supervision from the ASP Co-Managers, the Summer Program Support Workers will undertake the following duties and responsibilities:

Program Planning and Delivery (60%)

- Assist the ASP Co-Managers or designate in planning, designing and implementing activities geared to engage children and youth in recreational, educational, literacy, and integration programs
- Support the lead program staff member in designing, planning and implementing educational and recreational programs geared towards engaging parents and their children in the family program once a week
- Assist Program Support Workers with planning field trips and special events
- Supervise unstructured play time, as well as sports and recreation activities

Participant Support and Mentoring (20%)

- Assist in the development and implementation of strategies to teach respect and develop non-violent behavior
- Implement and enforce rules and behaviour expectations
- Address conflict situations calmly including mediation of disagreements between children and youth
- Develop relationships with newcomer children and youth and their families and be a positive role model
- Tailor additional supports for children and youth, in collaboration with their families and the Program Manager or designate, when needed

Team and Interdepartmental Support (15%)

- Work in cooperation with other programs at IRCOM, including the Volunteer and Community Services Program, Community Resource Program, Housing and the Newcomer Literacy Initiative
- Participate in meetings and events as directed by Co-Managers
- Comply with all workplace health and safety regulations
- Follow all applicable IRCOM policies and procedures
- Interpretation and / or translation if applicable / as needed
- Perform other duties as assigned by Co-Manager or designate

Record Keeping (5%)

- Maintain accurate daily participation records
- Assist with data entry as assigned

Required Qualifications

- Prior children and youth programming experience
- Demonstrated ability to build and maintain meaningful, supportive relationships with children and youth
- Strong organizational skills and the ability to prioritize work
- Excellent written and oral English communication skills
- Must be open-minded, resourceful, highly motivated, creative and able to work independently and as part of team
- Demonstrated commitment to supporting and empowering the newcomer community
- Funding for this position requires that applicants must be between 15 and 30 years of age
- Provide clear and current child abuse registry and criminal record checks
- 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/>

Desired Qualifications

- Post-secondary education in a relevant field such as international development, conflict resolution, social work, sports and recreation programming or equivalent
- 2 years direct children and youth programming experience or equivalent
- Knowledge of additional languages is an asset
- Certification in First Aid, CPR and Non-Violent Crisis Intervention is an asset
- Valid Class 4 Drivers License and clean driving record

Hours of work: This is an 8-week term position at 35 hours per week. Hours of work will be between 1:00-9:00pm Monday to Friday; however, some mornings, evenings, and weekends may be required as per the needs of IRCOM programming.

Start Date: June 22nd 2020

Wage: \$17.03/hour

Application Information:

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.

Selected candidates must be legally entitled to work in Canada and be between the ages of 15 and 29 upon hire. Applicants who are 15 years of age must have a valid Child Employment Permit.

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

To apply, please submit your resume and cover letter by **Monday, June 15th at 4:30pm** to:

Summer Program Support Worker Selection Committee

95 Ellen Street

Winnipeg, Manitoba R3A 1S8

Email: hr@ircom.ca

Fax: 204 - 943 - 4810

We thank all who apply. Please be advised that only those selected for an interview will be contacted. Your cover letter, resume and/or application must clearly indicate how you meet the qualifications.