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## Summer Job Opportunity

**Position Title:** Children's Summer Program Leader

**Location:** Unit 2, 810 Saddleback Rd. Edmonton

**Closing Date:** May 21, 2024

**Dates of Employment:** July 2, 2024 to August 21, 2024

**Salary:** \$19.00 per hour

**Total Contract Hours:** 280

**Responsibilities:**

- Work collaboratively with the program coordinator to plan lessons, workshops, crafts and fieldtrips that are feasible and culturally appropriate
- Work cooperatively in a team to deliver plans effectively and efficiently
- Assist the program coordinator to train, supervise, and support volunteers
- Lead and participate in activities including games, crafts, and science experiments
- Engage with and supervise children
- Be a positive role model
- Create and maintain a safe, positive and fun environment for the children, other day camp leaders and volunteers
- Assist and support guest instructors and facilitate all activities
- Deliver first aid to children if necessary
- Record children and volunteer information as required
- Assist the camp coordinator to provide information and to communicate with parents
- Assist in the preparation of the final end of summer report

**Qualifications:**

- Post-secondary student in Education, Physical Education and Recreation, Early Childhood Development, or equivalent of experience and education
- Have experience and enjoy delivering in-person recreation programs to children (ages 6 to 10)
- Strong communication and interpersonal skills
- Able to work well with others
- Proficiency in Mandarin or Cantonese would be an asset but not required
- Demonstrate strong leadership abilities
- Possess current first aid certificate
- Successful applicants must undergo security and child welfare check

**Other Information:**

Hours of work:



# ASSIST Community Services Centre

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**July 2 to 5, 2024 and August 19 to 20, 2024:** 8:30am to 5:00pm (40 hours/week)

**July 8 to August 16, 2024:** 9:00am to 5:00pm (40 hours/week)

ASSIST offers flexibility and a supportive working environment.

Police Information Check including vulnerable sector search and Intervention Record Check are conditions of employment.

Please submit resume and cover letter to [flora.chan@assistcsc.org](mailto:flora.chan@assistcsc.org) when applying. Job position description is available for viewing at [www.assistcsc.org](http://www.assistcsc.org). We thank all applicants for their interest, however, only candidates invited for an interview will be contacted. No phone calls please.

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Head Office (Downtown)

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Southwest Office

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LINC Office

820 Saddleback Rd., Edmonton,  
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