**Program Support Worker**

Permanent part- time: 17 hours per week (Monday, Wednesday, Friday, 9 am-12 pm and 9 am-1 pm Tuesday and Thursday)

Start date: August 2017

Hourly Wage: $13/hour

**Position Description**:

As one of the first points of contact, the Program Support staff should be personable, energized, professional and flexible.

The Program Support Worker provides support to the Centre, through general housekeeping duties, snack preparation, and program support.

You will provide assistance to community members accessing the Centre’s services, such as the trading cupboard and clothing cupboard. Your role will also making referrals within the Centre and in the community.

In addition to these responsibilities, you will support the Playroom Facilitator with childcare as needed.

**Qualifications**:

* Experience working with children, families and community members from a diverse background
* Strong ability to work as part of a team
* Ability to take initiative and work independently when required
* Knowledge of community resources an asset

**About Chebucto Family Centre:**

Chebucto Family Centre is a family resource centre and community hub located in Spryfield. It offers free programs and services for including but not limited to: advocacy and support, health and wellness programs, prenatal and parenting classes, Volunteer Doula Program, youth programming and operating as a Family Home Day Care Agency.

Please forward cover letter and resume to the attention of **Andrea Townsend**

email: [**Andrea@hgahfx.ca**](mailto:Andrea@hgahfx.ca), in person at **3 Sylvia Avenue**, fax **902.492.4547**

**Posting will remain active until filled**