Program Support Worker

Permanent part-time: 20 hours per week
(Monday, Tuesday, Wednesday, Thursday, 9 am-2pm)

Start date: March 2021

Hourly Wage: $18/hour

Reports to: Director of Programs

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 families and community members, 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 Home Day Care Agency.

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 Basic Needs Cupboard. Your role will also include making referrals within the centre and in the community.

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

Qualifications:

- Experience working with children, families and community members from a diverse background
- Early Childhood Education training/education is an asset
- Food Handling Course is an asset
- Strong ability to work as part of a team
- Ability to take initiative and work independently when required
- Knowledge of community resources an asset

Chebucto Family Centre is dedicated to inclusiveness and equity. We are looking for talented individuals to join our team and welcome applications from all diverse groups. To help us achieve our diversity goals, we encourage applicants to self-identify in their cover letter.

Please submit cover letter and resume via email to Executive Director, Meg McCallum at meg@chebuctofamilycentre.ca or via fax at 902-492-4547.

Closing date: March 9th, 2021