



# Career Opportunity

**Job Title:** Program Assistant  
**Organization:** Society for the Involvement of Good Neighbours (SIGN) See [www.signyorkton.ca](http://www.signyorkton.ca)  
Yorkton SK Canada  
**Program:** M.C.Knoll/ St. Michael's Before and After School Programs, Yorkton, SK  
**Hours:** 9 to 15 hours a week; 2:30pm to 5:30pm Monday to Friday/ Student Days Only  
**Start Date:** As soon as possible

***SIGN M.C. Knoll/ St. Michael's Before and After School Program is seeking a, flexible, attentive and creative individual to support, inspire and deliver safe, engaging and stimulating activities for the children attending the program, before and after school while working with a team.***

## **Why work for SIGN?**

- Work with a fun group and team;
- Experience a great opportunity to have a positive impact in the lives of children.

## **Expectations:**

- Act as a positive role model;
- Maintain a safe, clean, welcoming, and positive environment for children at all times;
- Monitor the safety of children and address any issues relating to harassment, bullying, or discrimination;
- Assist with the preparation of daily snacks;
- Provide leadership related to games and activities;
- Provide children with moral support and encouragement;
- Engage with the children at all times, through play, conversation and observation;
- Set up and cleanup of activities on a daily basis;
- Ensure that safe work practices are being followed.

## **Qualifications and experience:**

- Training and experience in education at the early year's level would be an asset;
- Clean criminal record and vulnerable sector check is required before employment begins;
- Valid CPR and First Aid "C" would be an asset;
- Must be available to work 2:30pm to 5:30pm Monday to Friday/ Student Days Only

## **Send resumes with covering letter and at least three references to:**

Cheryl Sickel, Program Manager  
C/O SIGN  
83 North Street  
Yorkton, SK S3N 0G9  
Fax: (306) 786-7116  
Email: [c.sickel@signyorkton.ca](mailto:c.sickel@signyorkton.ca)

Only those short-listed for interviews will be contacted.  
We thank all those who apply for their interest.