



## Internal/External Job Posting

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<b>Position title:</b>	<b>Child-Youth Program Leader</b>
<b>Type:</b>	Part Time, Fixed term contract September 2024 to June 2025 <i>(with possibility of extension)</i>
<b>Schedule:</b>	3:30pm-7:30pm, Monday to Thursday between <b>8-16 hrs per week</b>
<b>Compensation:</b>	\$18-\$23 per hour
<b>Benefits:</b>	4% in lieu of vacation
<b>Reports to:</b>	Child-Youth Program Supervisor

**Application Deadline:** Tuesday Sept 3, 2024

### About Banff Avenue Community House (BACH):

Banff Avenue Community House is a non-profit organization situated in the heart of a low-income social housing neighbourhood in South-East Ottawa. The Community House's overarching goal is to offer a safe, inclusive space where individuals, children/youth and families can gather, connect, and access a variety of supportive programs and services that are beneficial to the community in which we serve.

### Job Summary:

The **Child/Youth Program Leader** is someone who is enthusiastic about working with children and youth and willing to create learning opportunities and provide positive experiences within the community. They are a team player, eager to support participants to reach their full potential academically, physically and socially through purposeful play, one on one tutoring, STEAM and literacy/numeracy activities in a fun stimulating environment. The **Child/Youth Program Leader** mentors students through opportunities in recreation, education and social support programs.

### Key Responsibilities:

- To provide leadership, guidance and support to participants, parents and within the Staff Team
- Attend to program planning, work within limited budgets, set up learning opportunities, excursions, provide daily snacks, and participate in community events
- Work with Program Team on positive behaviour strategies and individualized program goals
- Promote healthy and active living through program activities.
- Apply an anti-oppressive approach to working with vulnerable individuals/groups
- Participate in workshops/trainings and meetings
- Complete all administrative duties related to this position such as; program promotions, registrations, attendance, acknowledgement plans, and reports.
- Work collaboratively with all members of the Community House and community to support a holistic approach to supporting vulnerable children and their families.
- Build strong connections with parents, and neighbours through regular outreach, promotions and communications
- Carry out the outlined impact strategies to ensure quality program delivery model.
- Ensure the program is inclusive for all, and set up for opportunities, learnings and social connecting.



- Assist with program evaluations requirements such as reports, data collections and measurement tools for measurable outcomes.
- Assume other responsibilities as assigned by the Leadership Staff Team.

**Qualifications:**

- Currently enrolled in post-secondary program related to Child Studies, Education and/or Recreation; or equivalent experience will be considered.
- A minimum of 1+ year work experience working with marginalized children and youth.
- Certified or willing to obtain certification in Standard First-Aid/CPR before commence of employment (Mandatory)
- Have or willing to obtain a valid Vulnerable Sector Police Record Check.
- Have strong communication, interpersonal and organizational skills.
- Demonstrate knowledge of anti-discriminatory, anti-racist, equity, and inclusion framework practices.
- Have a strong knowledge of child developmental stages for age-appropriate activities.
- Have a good working knowledge of computer systems and software (e.g. MS Office, Email, Zoom/Teams).
- Bilingualism will be considered an asset; French, Arabic, Somali, Creole, or other languages commonly spoken among Black communities in Ottawa.
- Legally eligible to work in Canada for the duration of the employment period.

**BACH is an inclusive workplace and encourages qualified candidates from diverse backgrounds and abilities to please apply. If at any stage in the selection process you require any accommodation due to disability, please let us know at the time of the interview the nature of the required accommodation.**

If you are highly motivated to be positive mentor to children, please send your resume and an email outlining which position(s) you are applying to, your availability and some key strengths as a strong candidate for this position, to:

**Sylvie Manser**, Executive Director of Banff Avenue Community House

[info@banffcomhouse.ca](mailto:info@banffcomhouse.ca) or mail to

2084 A & B Banff Avenue, Ottawa, Ontario K1V 7X9

We appreciate your interest in applying and only those selected for an interview will be contacted. Please no phone inquiries.