

**Summer Employment at the Crescent Valley Resource Centre - 2021**

Qualified candidates are encouraged to send resumes to the contact provided for each position. Only those candidates that are being considered will be contacted.   
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**SUMMER STUDENT POSITIONS** - $13.00/hour for a 35 hour week  **SEND RESUME TO:** [**crescentvalleyresourcecentre@gmail.com**](mailto:crescentvalleyresourcecentre@gmail.com)**; fax to: 506 693-1513; mail or drop off to: 130 MacLaren Blvd., Saint John NB E2K 3G3**

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Summer Program Assistant -** Start date June 21, 2021

The Summer Program Assistant will work with other summer staff and existing agency staff to coordinate, plan, organize and supervise various summer camp programs for children ages 6-12 years.  
The Assistant will aid the Summer Program Coordinator to develop a schedule of summer camp program activities in consultation with CVRC staff.

This job will focus on the development of children through exposure to healthy, educational and fun activities in a group structure. Programs will promote an inclusive, safe and welcoming space for all involved.

**Summer Program Assistant key responsibilities include (but not limited to):**

* Attend training and orientation sessions as provided.
* Research, plan, organize, promote, implement and participate in (facilitate) educational and character and empathy building activities for children.
* Always ensure the physical and emotional safety of participants.
* Be a positive role model and educator for children by consuming healthy foods/drinks, being responsible, kind and polite and showing an appreciation for learning.
* Clean and maintain kitchen, activity rooms and office daily.
* Keep an informative and empathetic relationship with children and parents/guardians of children in your care.
* Keep accurate attendance records and incident notes.
* Liaise and collaborate with other youth serving agencies, community groups, clubs or the general public as required.
* Abide by organizations confidentiality policies.
* Remain aware of federal and provincial privacy and child protection legislation and the agency’s policies and practices in these areas.
* Report suspected cases of child abuse and neglect as per agency policy.
* Report updates verbally and/or in written form to the Executive Director or designate daily.
* Attend weekly staff meetings to discuss policies, updates, etc.
* Perform all related job duties as requested by the Executive Director or designate.

**Requirements and Qualifications:**

* Positive, upbeat and energetic personality.
* Collaborative working style and team player attitude.
* Empathetic and caring.
* Punctual, reliable and committed to success.
* Highly organized and ability to prioritize tasks.
* Interested and dedicated to community improvement.
* Focused, flexible problem solver.
* Nurturing and supportive.
* Exceptional communication and interpersonal skills

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**The Growing Place Community Garden Assistant -** Start Date May 31, 2021

The Growing Place is a community garden and greenhouse project located at 20 Belyea St, in Crescent Valley, Saint John North. It comprises outdoor and indoor (greenhouse) vegetable beds, and provides workshops throughout the year.

The Garden Assistant will provide the necessary assistance to the CVRC Food Security Coordinator. This will include maintaining garden plots and common spaces, harvesting produce for the food bank, organizing the tool shed, leading recreational activities for children in the garden, participating in garden workshops, enforcing COVID-19 precautions, and completing other garden activities and tasks as necessary.

**Garden Assistant key responsibilities include (but not limited to):**

* Support volunteers in garden maintenance tasks (planting, watering, harvesting, composting, etc.)
* Additional garden maintenance as needed
* Run activities in the garden for neighbourhood children
* Support maintaining garden records
* Conduct garden tours for visitors (individuals and groups)
* Support community events, and workshops as they relate to the Growing Place
* Assist with garden-based education activities with adults, seniors, and youth
* Promote the garden project with neighbours, potential volunteers, and other members of the community.
* Help maintain greenhouse and gardens for good productivity
* Assist regarding tracking productivity, equipment, supplies, seed and other needs

**Qualifications and assets:**

* Experience in organic gardening an asset but not necessary
* Experience working with children an asset
* Commitment to social justice and knowledge of food system issues
* Experience working with volunteers and community members
* Excellent interpersonal skills
* Experience working in a fast-paced, busy environment
* Ability to work with people who experience poverty/discrimination
* Ability to work within a diverse community
* Ability to work outdoors in adverse weather conditions
* Ability to lift and carry heavy, bulky garden tools and supplies
* First Aid training an asset
* Driver’s License an asset