

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

Qualified candidates are encouraged to send resumes to the contact provided for each position. Only those candidates that are being considered will be contacted. No phone calls or e-mail follow-ups please. Eight-week terms, mid – June to mid-August.   
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**SUMMER STUDENT POSITIONS (*ONLY IF FUNDING IS APPROVED*)  
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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1) Summer Program Coordinator (1 position)**

Responsible to Executive Director or designate.

The Summer Program Coordinator will work with other summer support staff and existing staff to coordinate, plan, organize and supervise various summer camp programs for children ages 5-12.  
The Coordinator will be responsible to facilitate the set schedule of summer camp program in consultation with CVRC staff. Program runs from Monday to Friday, 35 hours/week. Salary is $13.50/hour. Applicants must be enrolled in and preparing to attend a post secondary institution like university or community college.   
  
This job will focus on the development of children through exposure to new activities in a group structure. Programs will promote an inclusive, safe and welcoming space for all involved.

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

* Attend training and orientation sessions as provided
* Research, plan, organize, promote, implement and participate (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 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.
* Ability to lead a team and work closely with Executive Director or designate to ensure a successful and efficient program.

**Personality Qualifications:**

* Independence and leadership qualities.
* 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

**2) Summer Program Assistant (5 positions)**

Responsible to Executive Director or designate

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 5-12 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 new 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 (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 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