

**NORTH SHORE CRISIS SERVICES SOCIETY
JOB POSTING**

**SERVICE CANADA SUMMER JOBS
INTERNAL/ EXTERNAL**

**Posting date: May 9, 2019
Closing date: May 18, 2019, noon
This position requires Union membership
This position is open to female and male applicants**

Location: Administration Office/ SAGE House
NSCSS Position: Summer Programs Assistant
Classification: Early Childhood Educator Assistant
Wage: \$17.27 per hour (Grid Level 6/ Step 1)
Position Status: Special Project
Entitlements: As per the Collective Agreement
Hours of work: 5 days a week; 30 – 32.5 hours/ week
Work Schedule: Generally 9am – 4pm, 5 days a week. There may be some weekend work: schedule will vary depending on needs of the programs
Start and End Dates: June 17 – Aug 22, 2019
Vehicle required: No

JOB SUMMARY:

Provides administrative support in our office, including answering the phone, greeting clients, and doing small projects; assists counsellors with 2 weeks of summer camp: provides program support to various agency programs, primarily childcare for the clients at the transition house and in the community programs. This is a good position for someone who is interested in learning more about social service work.

QUALIFICATIONS

- Experience with Microsoft Office Word and Excel
- Experience working with children
- Babysitter's certificate is preferred
- Current OFA Level 1 First Aid certificate is preferred
- Must be between the ages of 15- 30 years of age

SKILLS AND ABILITIES:

- Mature and level-headed
- Must be flexible in day-to-day tasks and schedule
- Must enjoy working with children
- Must be able to take direction

It is a condition of the funding that this position be filled by an applicant between the ages of 15 - 30 years of age.

Because of the nature of our services, there is a level of personal risk involved in the day-to-day work. This position requires a criminal record check by the police and an authorization for a criminal record check under the Criminal Records Review Act of BC.

Please provide cover letter and resume to:
Connie Bonsteel
Administration Manager
North Shore Crisis Services Society
E mail: cbonsteel@nscss.net

No phone calls please. Candidates selected for an interview will be contacted.