

**KOOTENAY KIDS SOCIETY  
JOB POSTING**

- JOB TITLE:** Program Assistant – Summer Student
- RATE:** \$15.00/ 30hrs per week (July 2 to August 23, 2019)
- LOCATION:** Kootenay Kids Early Care & Learning Centre, 1007 Cottonwood Rd  
Family Place, 312 Silica Street & CCRR, 804 Stanley Street

**POSITION SUMMARY**

The Program Assistant will provide program support within the Early Care and Learning Centre (ECLC), program support to Family Place (FP), and clerical and program support to Child Care Resource and Referral (CCRR):

- Assist child care staff on field trips, assist with child supervision, cleaning, organizing & maintaining toys, supplies and resources
- Assist Family Place staff with the Farms to Families program, Community Pancake breakfast and Community barbeque
- Assist Childcare Resource and Referral staff with clerical and toy lending library

**QUALIFICATIONS:**

- Enjoy working in a child and youth program setting
- High degree of self-motivation and ability to work collaboratively
- Detail-oriented and strong organizational skills
- Strong computer skills and experience working with Word
- Well-developed written and verbal communication skills
- Criminal Record Check will be required.

As this position is partially funded by Canada Summer Jobs, applicants must be:

- Between the ages of 15 and 30
- Registered as a current full-time student for the preceding academic year and intending to return to school full-time for the next academic year.

**CLOSING DATE: May 31<sup>st</sup>, 2019**

Please e-mail, fax or mail a letter of interest and resume to [angelam@kootenaykids.ca](mailto:angelam@kootenaykids.ca)  
**Angela Morris, Operations Manager**, Kootenay Kids Society, 312 Silica St., Nelson BC  
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