



## **Program Assistant- Casual CCSS Employment Opportunity**

Are you looking for part-time casual employment in the Village of Cumberland? Interested in meaningful work helping with our food program, after-school programming & community events? CCSS is looking for a self-motivated individual with a diverse skill set to join our team on a casual basis.

The Program Assistant will have the opportunity to work in a variety of areas including kitchen shifts prepping & serving food, leading or assisting with after-school programs, working in the Youth Centre, shopping for supplies, or supporting events like Bingo, Kids' Disco or Thunderballs.

### **What we offer:**

- Casual work in the Village of Cumberland. No guaranteed hours.
- \$26.27/hour
- Mileage reimbursement for use of personal vehicle (when applicable)
- Supportive environment to learn, contribute and be connected to the community

### **What we are looking for:**

- The ideal candidate will have a diverse skill set with the potential to work within a variety of program & event settings
- Strong verbal communication skills
- Experience working with children and youth
- Ability to follow directions and adapt to varying work environments
- Experience working in the food service industry
- Experience volunteering/working with community events
- Willingness and demonstrated ability to work as part of a team
- Positive approach to solving problems
- Ability to maintain discretion and confidentiality
- Demonstrated commitment to diversity, equity and inclusion
- Class 5 Driver's License, clean driving record and access to a vehicle is an asset

## **Training Requirements (CCSS will provide training to successful candidates if needed)**

- First Aid (OFA Level 1 or equivalent)
- Food Safe Certification

## **Responsibilities may include:**

- Working in the school kitchen with our Lunch Program. Prepping & serving food, washing dishes, and supporting students.
- Leading or assisting with after-school programming such as Lego Club, Bike Club, Gardening or Art Classes.
- Supporting events like our Kids' Disco, Thunderballs, Bingo Nights or booths at local gatherings. Helping with set up and tear down, staffing CCSS booth, facilitating craft or other activities, and other general event tasks.
- Working in our drop-in Youth Centre.

## **Other Information**

Successful applicants will be required to provide a criminal record clearance.

This job description is provided to capture the general intent of the role. Tasks may be delegated based on the skill set of the employee. Our hope is that the Program Assistant will have a diverse skill set and willingness to engage in a variety of program areas.

CCSS is committed to the values of diversity and inclusion. We welcome the spectrum of human diversity including race, gender, socio-economic status, sexual orientation, gender identity, disability and religion.

## **How to Apply**

Please email resume and cover letter to **director@ccssociety.org** with subject line 'Program Assistant'. The cover letter should clearly articulate why you are a good fit for our organization and what program areas interest you most. The HR Committee will review applications on a rolling basis and contact those that have been shortlisted for an interview. Our sincere appreciation to all those expressing interest, however, only those applicants invited for an interview will be contacted.